



OLIVIA SMITH

Church Program Director

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PROFESSIONAL SUMMARY

Passionate Church Program Director with over 5 years of experience in developing and executing enriching programs that foster community engagement and spiritual growth. Adept at recruiting, training volunteers, and collaborating with stakeholders to create impactful experiences. Committed to nurturing leadership within the congregation and enhancing outreach efforts to strengthen church involvement.

WORK EXPERIENCE

Church Program Director

Pineapple Enterprises

📅 Mar / 2021-Ongoing

📍 Santa Monica, CA

1. Designed and implemented engaging church programs to meet diverse community needs.
2. Recruited, trained, and managed volunteers to enhance program effectiveness.
3. Collaborated with church leadership to develop strategic initiatives that promote spiritual growth.
4. Maintained clear communication with stakeholders to ensure alignment of program goals.
5. Utilized feedback mechanisms to continuously improve programs and participant experiences.
6. Oversaw budgeting and resource allocation for all church programs.
7. Organized community outreach events to strengthen church-community relationships.

Vacation Bible School Director

Crescent Moon Design

📅 Mar / 2020-Mar / 2021

📍 Portland, OR

1. Assisted in developing financial strategies to support church programs and activities.
2. Maintained church communication channels and updated program information regularly.
3. Supported collaboration with community partners to enhance program offerings.
4. Reported progress on initiatives to church leadership and stakeholders.

EDUCATION

Bachelor of Arts in Theology

Hope College

📅 Mar / 2019-Mar / 2020

📍 Phoenix, AZ

Focused on spiritual leadership and community development.

SKILLS

Program Development



Organizational Skills



Crisis Management



Inclusivity Practices



Faith-based Teaching



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

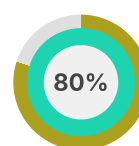
🔍 Criticality

☰ Detail-oriented

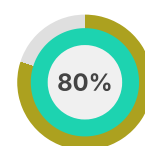
🤝 Diplomacy

😊 Enthusiasm

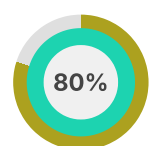
LANGUAGES



English



Dutch



Russian

ACHIEVEMENTS

★ Successfully increased program participation by 30% through targeted outreach initiatives.

★ Developed a volunteer training program that improved retention rates by 25%.