

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Proclamation Project Coordinator	School of Ministry Studies	Director, Center for Thriving Leaders	.50	Non-Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

**Scope of Responsibilities:** The Coordinator has the primary responsibility of working under the Director of Thriving Leaders and interacting with other seminary leaders to facilitate the planning, logistics, and execution of the Proclamation Project (Lilly Grant Preaching Initiative). The position is a 12-month 5-year grant-supported administrative appointment.

## General Responsibilities:

- 1) Work with the Proclamation Project program director/director of Thriving Leaders to ensure timely execution of the preaching initiative.
- 2) Facilitate the planning and logistics related to the development of all events related to the project.
- 3) Coordinate the planning and development of microlearning and other program resources under the Center director and in coordination with the director of Digital Learning.
- 4) Interact with graduate and doctrinal program directors, seminary administration, and center director in the coordination of and communication with internal and external preaching faculty.
- 5) Communication with seminary and Proclamation Project stakeholders including denominational leaders, vendors, area and national pastors, and various institutional departments including marketing, administration, finance, registrar, facilities, catering, etc.
- 6) Responsible for overseeing certain budgetary line item expenses.
- 7) Lead the effort to compile and write the required annual report to the Lilly Endowment under the direction of the Center of the Thriving Leaders.
- 8) Work with the Dean of the Seminary and the Director of Digital Learning on various projects as needed.

## Qualifications:

### Minimum:

1. A Bachelor degree in ministry or a ministry background.
2. Ample and current evidence of participation in a home local church.
3. Ability to clearly articulate and demonstrate support for the Seminary and the Proclamation Project mission to a variety of internal and external audiences.
4. Demonstrated ability to promote innovation and lead change.
5. Demonstrated ability to work in a culturally- diverse environment, to function within a team environment, and to network with culturally diverse churches.
6. Commitment to and support of Seminary degrees and Center for Thriving Leaders.
7. Clear and effective communication, including verbal, written, and listening skills.
8. Strong interpersonal skills and ability to collaboratively work and lead.
9. Demonstrated organizational skills, including problem solving and attention to detail.
10. Demonstrated managerial skills in project management, budget advocacy and management, and ability to handle confidential information.

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11. Cultivation of meaningful cooperative relationships among churches, and other evangelical organizations
12. Mature Christ follower and wholehearted agreement with Grace's *Covenant of Faith* and a commitment to live by the *Statement on Community Lifestyle Expectations*.

**Preferred:**

1. A master of divinity degree and doctoral degree in a seminary-related academic discipline.
2. Pastoral/professional church staff, preaching, or other vocational ministry experience strongly preferred.
3. Demonstrated abilities to research.
4. Have knowledge in or be prepared to have competency with online learning platforms (Canvas and Thinkific).
5. Strong working knowledge of the MSOffice Suite and Asana and working knowledge of other preferred software applications.
6. Developing an awareness of the flow and practice of grant writing.

**Status: Part Time; Non-Exempt**

**A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).**

**Posted: 4/15/2024**