

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Administrative Assistant, Proclamation Project	School of Ministry Studies / Seminary	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: Provides administrative support to Proclamation Project Coordinator and the Media Coordinator. Manage daily operations of the Proclamation Project including event and meeting scheduling, communication with church leaders and affiliated organizations, creation of digital communication in the form of letters, emails, and social media.

General Responsibilities:

1. Provides administrative support in harmony with and within the culture of Grace Seminary
2. Represent the Project to the general public, other organizations, the Lilly Foundation, and donors
3. Build and nurture fruitful relationships with ministry leaders, congregations, and preaching exemplars.
4. Prepare digital communication items for events.
5. Organize meeting times and locations for special events and activities.
6. Oversee the continual updating of digital media used for the center.
7. Assist in the event planning of the program's events.
8. Aid in the collection and presentation of regular reports required by the Lilly Endowment.
9. Help to organize daily work flow for the project's efficiency.
10. Perform other duties as requested by the Proclamation Project's Coordinator.

Qualifications:

A. Minimum:

1. Associate's Degree or equivalent experience to substantiate skills and abilities
2. One to three years related experience in higher education, process management, or technology.
3. Strong working knowledge of the MSOffice Suite.
4. Demonstrate a "solution" mentality and a cooperative spirit. Excellent oral, written communication skills. Must have a team-player mentality and an ability to manage stress and high-pressure situations with grace and positivity.
5. Must be able to maintain a high level of accuracy and attention to detail.
6. Strong Christian faith, commitment and volunteer service experience.

B. Preferred:

1. Bachelor's Degree in business administration or a related field
2. Two years prior experience in Christian Ministry.

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.

Posted: 4/16/2024