

THRIVING IN MINISTRY GRANT PROJECT
MINISTERING TO MINISTERS TRANSITION MINISTRY ASSISTANT DIRECTOR
POSITION DESCRIPTION

GENERAL DESCRIPTION: The Ministering to Ministers Transition Ministry Assistant Director works with the Thriving in Ministry grant program director of the Center for Lifelong Learning (CLL) to support the administration and implementation of events associated with the Ministering to Ministers (MTM) Program. The position reports to the Associate Dean for Lifelong Learning.

ESSENTIAL FUNCTIONS:

1. In coordination with the Thriving in Ministry grant director and CLL program directors, provide administrative support for the MTM program.
2. Book reservations at retreat sites.
3. Prepare Certain registration forms for retreats and other MTM programs.
4. Receive initial queries from those seeking support from MTM.
5. Support the work of the Friends for the Journey volunteers.
6. Support and coordinate with the Wounded Ministers program leaders.
7. Prepare payment vouchers for retreat sites, program personnel, and participants.
8. Update Moodle retreat resource sites.
9. Maintain MTM program files and program participant records. Provide reports as requested.
10. Provide hospitality at local MTM retreats, including welcome and reception for program participants and facilitators/instructors, and provide/distribute course materials. Exercise independent judgment to troubleshoot and solve problems.
11. Serve as designated backup to Staff Associate for CLL registration and financial reporting.
12. Other duties as requested.

MINIMUM QUALIFICATIONS:

- Prior experience in program coordination and administration of education programs
- Understanding of the life and work of pastoral ministers and leaders in non-profit religious organizations
- Ability to compassionately engage with clergy under stress
- Experience in program planning and coordination preferred
- Commitment to the welfare of clergy and congregations

KNOWLEDGE/SKILLS/ABILITIES:

- Proficiency in PC-based programs, including but not limited to Microsoft Excel, Office, and Outlook
- Demonstrated organizational skills
- Ability to maintain effective working relationships with a wide variety of constituent groups
- Demonstrated ability to work effectively in a team environment
- Ability to work well under time constraints

CLASSIFICATION:

- Part-time (20-22 hours per week)
- Non-exempt
- Term: Renewed annually

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to intermittent sitting, standing, crouching, walking, and some light lifting. Office environment. Flexible work schedule, which may require occasional evening and weekend work.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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