



Program Coordinator

Background

Hood Theological Seminary (HTS), is a graduate and professional school in Salisbury, NC, dedicated to the education and preparation of persons for effective leadership in the various ministries of the Christian church. HTS has three programs: Master of Divinity, Master of Theological Studies and Doctor of Ministry degree programs. The Seminary is approved by the University Senate of the United Methodist Church and is the only seminary in the United States sponsored by the African Methodist Episcopal Zion Church, the “Freedom Church”. As a theological seminary, HTS provides for the church an educational community in which Christian maturity and ministerial preparation take place together. HTS is a thriving ecumenical community of 200 in enrollment. Our students are Protestant (of many different denominations), African-American, European-American, Latin-American, Asian-American, male and female, and represent a rich diversity of ages and socio-economic backgrounds.

The newly established Institute for Early Career Clergy Development at HTS is funded by the Lilly Endowment and will provide consultation, education, mentoring, and partnership for clergypersons beginning in their second year of ministry through their seventh year of ministry. It will be a vehicle to foster community, to exchange information, and to collaborate missionally in North Carolina and the surrounding area. Foremost, the Institute will be a place of ministerial support for clergypersons of all denominations in the early part of their career, a place where they can consult with persons who are in a similar place in their careers and in a similar ministry setting, and a place where they can continue their love of theological education.

The Institute will primary operate three programs: **Continuing Education Programs and Workshops, the Rural Pastors Program, and the Junior and Senior Clergy Cohort Program.**

Position Description

HTS is seeking a full-time Program Coordinator for the newly established Institute for Early Career Clergy Development to develop and administer three programs. The primary responsibilities would include providing organizational and logistical support for three grant component programs, providing outreach, marketing, and social media activities to churches, Christian organizations, and colleges and universities, and providing financial bookkeeping and tracking of grant expenditures.

Responsibilities

- Arrange with the Director, program training sessions throughout the year including **maintaining programmatic and scheduling activities, location sites, travel and lodging.**
- Participate in workshops and residential program development activities including **program organization, budgeting, expense tracking and purchasing.**
- **Schedule and organize meetings/events** and maintain agenda.
- **Ensure technology is used correctly for all operations** (video conferencing, presentations etc.).

- Prepare **paperwork and order needed materials.**
- Keep **updated records and create reports.**
- Provide **tracking of all grant program related expenses and activities.**
- Provide outreach and digital and direct marketing activities to **churches and Christian organizations in North Carolina and the surrounding states.**
- Provide outreach activities, marketing and recruiting to **student organizations, universities/colleges and community organizations.**
- Ensure that the **social media marketing** of the Institute is maintained including Facebook, Twitter, e-letters, and website updates.
- **Manage communications through** media relations, social media and digital communication systems.
- **Develop marketing leave-behinds and program communique such as brochures and booklets** in conjunction with outside printing organizations for advertising programs and workshops.
- **Keep track of participants (pastors, churches, students and organizations)** in the program through spreadsheets to be used for marketing and outreach of the programs to key constituencies.
- **Research local, regional and state events** for community engagement and training relative to clergyperson training.
- Assist in **making travel arrangements** as necessary.
- Maintain the **digital calendar** of the Institute.
- Support **growth and program development.**

Qualification and Skills

- Proven experience as program coordinator or relevant position
- Working knowledge of churches, Christian organizations, clergy/pastors, and universities and colleges.
- Knowledge of program management, development procedures, workshops and educational programs
- Knowledge of financial bookkeeping system for grant expense tracking.
- Tech savvy, proficient in Microsoft Office including Publisher and Adobe.
- Able to navigate through social media, e-blast and website functions for marketing updates.
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills via telephonic, digital and face-to-face.
- Detail-oriented and efficient
- BS/BA in business or public administration, marketing, non-profit management, church administration, communications or relevant field or with equivalent experience.

The Program Coordinator will report to the Director of the Early Career Clergy Institute and some reporting to the Director, Institutional Advancement and Enrollment Management.

Applications should include a resumé and cover letter. Please email all applications to: adreff@hoodseminary.edu and jeverett@hoodseminary.edu. or mail to Hood Theological Seminary, 1810 Lutheran Synod Drive, Salisbury, NC 28144, Attention: Dr. Ashley Dreff.