



Women's Center for Ministry (WCM)/Women's
Transformational Leadership (WL) Administrative Assistant
Portland Campus

Hours: 15 hours/week (0.375 FTE)

Relationships: The Administrative Assistant works under the direction of the Director of the Women's Center for Ministry/Coordinator of Women's Transformational Leadership Concentration and will coordinate academic services with the Academic Affairs Office.

Purpose: The Administrative Assistant provides event coordination and office support for WCM programs/ events, as well as support for faculty and students in WL concentration.

Essential Functions:

- Communications for WCM and WL
 - Respond to and direct all correspondence appropriately
 - Prepare, update, and distribute WL and WCM promotional materials for events and courses
 - Creatively develop and maintain WL and WCM websites and social media accounts
 - Prepare, manage and oversee the creation and distribution of a monthly WCM newsletter (MailChimp)
 - Work with the Director in contacting Christian colleges to recruit students to Western
- WCM Event Organization and Implementation
 - Assist director in organizing and implementing WCM events (REVIVE, IGNITE and new opportunities)
 - Create promotional materials, handouts, maintain website, and update social media accounts for all WCM events in partnership with Western's marketing and communications personnel
 - Maintain financial records for WCM events and communicate with Western's business office for financial procedures
 - Serve as the registration, financial, and speaker communication's coordinator for events
- Data Management for WCM and WL
 - Manage database files for WL and WCM, including registration when appropriate
- General Office Duties
 - Maintain a clean and well-organized office environment
 - Make copies, order supplies, file, maintain records, and generate meeting reports and correspondence as needed
 - Carry out additional tasks as requested by the director

Qualifications:

- Sincere heart for Western Seminary students and women
- Event planning experience
- Social media, marketing and communications skills required (familiar with Canva or Adobe Spark preferred)
- Flexible team player, able to be both relational and task oriented in job
- Ability to communicate effectively with coworkers, students, and public both orally and in written form
- Capability to deal maturely with sensitive/confidential information
- Experienced in computer, administrative, general office skills
- Superior organizational skills with ability to prioritize and manage multiple tasks with efficiency and composure
- High-level of proficiency with PC computers and Microsoft Office software essential; familiarity with, or willingness and ability to learn other software (i.e., Adobe InDesign and Media Encoder); basic understanding of HTML
- Excellent proofreading skills and concern for accuracy in all work produced
- Experience in ministry to women and familiarity with women's ministry programs and women's issues preferred.
- Level of education: some college, college degree preferred
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues