

MINISTRY DESCRIPTION

TITLE: Online Program Coordinator
DEPARTMENT: Portland Bible College
CAMPUS: Portland Bible College
HOURS: Part-Time, 40hrs/Week
DATE: February 2022

PURPOSE AND SUMMARY

To develop theological course materials for use in the PBC Online Program. To provide administrative support to the PBC Online Program as well as communicate and service online students.

QUALIFICATIONS

Bachelor's Degree from Portland Bible College required, preferably in Theology; Good knowledge of Scripture. Applicant must be extremely detailed oriented; able to self-manage and prioritize multiple projects; Ability to work well within a team environment; Ability to communicate effectively orally and in writing; Must have friendly and gracious communication by both email and phone; Must have excellent understanding of Microsoft word and PowerPoint; Strong attention to detail; Previous experience with administration and project management; Previous experience or training on Mannahouse education philosophy and knowledge of PBC's mission is preferred; Must be a member in good standing of Mannahouse, including consistent attendance, ministry participation, and tithing.

REPORTING RELATIONSHIPS

- Reports to the VP of Institutional Innovation
- No supervisory responsibilities

RESPONSIBILITIES

- Develop theological course materials for the PBC Online Program.
- Tracks the progress of curriculum through the entire process of development, maintain detailed notes on outstanding items.
- Creates or redesigns powerpoints for teacher lectures for online courses to enhance courses and the overall educational experience
- Responsible for organizing content curriculum in online software.
- Utilizing curriculum and learning software tools at an expert level.
- Evaluates and improves upon curriculum and course documents
- Facilitate courses in the online classroom when needed.
- Manage student Help Desk and troubleshoot student technical difficulties.
- Provide support to the administrative and technical processes for students.

- Responsible to train and assist all roles that support the online program.
- Assist in communicating with prospective and current students about the PBC Online Program.
- Provide administrative support to the VP of Institutional Innovation as needed.

ACCOUNTABILITIES

- Assures that course facilitators have the content, resources and support they need to perform their jobs in a timely and effective manner.
- Assures that the recording, proofing, and editing of the audio and PowerPoints for all lectures and materials is done in a timely and effective manner and is tested adequately.
- Assures team members are meeting timelines for delivering courses online.
- Assures that PBC School policies are implemented into the Online Program.
- Assures that the curriculum and online program are functioning appropriately bringing any discrepancies to the VP of Institutional Innovation in a timely and professional manner.
- Assures that student's concerns are addressed in a timely and professional manner.
- Performs general duties under the VP of Institutional Innovation in a timely and efficient manner.