

**JOB DESCRIPTION**  
**Center for Excellence in Christian Education**  
**Events Coordinator**

**PURPOSE:**

The [Center for Excellence in Christian Education](#) (CECE) is a nexus of creativity and innovation in educational practices, leadership, and research. The purpose of this part-time position is to manage the logistical details and support for events related to the CECE and the Lilly funded Font and Faith Initiative (FF.) This position reports to the Font and Faith Project Manager for daily supervision and the Director's support.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

*General Administration*

- Maintain files, processes, and records for the Center's work in OneDrive.
- Participate in staff meetings.
- Work within and maintain all CECE and Seminary processes and deadlines.

*CECE/FF Sponsored Events*

*In conjunction with the FF Project Manager and the Director*

- Coordinates logistics for initial planning meetings for every event.
- Works with Administrative Assistant to ensure events are posted on Seminary calendars and space reservations are confirmed.
- Communicate and coordinate with IT for specific needs for the event before, during, and after.
- Create and manages SharePoint sites for events (both internal and public.)
- Manage all details related to events including registration, hotels, catering, leadership logistics, marketing, publicity, swag, and onsite operations working with the staff team as outlines in the processes documents.
- Work with Administrative Assistant to manage the financial details for each event including receipts, reimbursements, and check requests.
- Manage evaluation and post-event details.

*Event Administrative Support*

- Working with the Font and Faith Project Manager and Administrative Assistant,
  - Keeping all financial and budget records up to date.
  - Processing all check requests and reimbursements.
  - Create event support materials.
  - Processing thank you notes and evaluations.

*Budget/Finances*

- Code, process and turn in receipts, invoices and accounts payable.
- Reconcile credit card receipts.
- Receipts (other), reimbursement, and check requests.

- Manage sales for and reconcile income to inventory for all areas (curriculum, resources, and swag).
- Manage administrative tasks related to the budget including YNAB and the broader seminary budget including reviewing that expenses and income are credited to the correct line items.
  - Manage the administrative tasks of all programs areas of the Center and provide.
  - Clarify any discrepancies with Richmond financial staff.
  - Send the reconciled Great Plains and YNAB report to the Director.
  - Provide budget recommendations during annual budgeting planning.

## **QUALIFICATIONS**

- Bachelor's degree required, theological education preferred and/or experience with ministries and functions of the church.
- Proficiency with Microsoft Office/365 (Word, PowerPoint, Excel, SharePoint) or willing to become proficient.
- Capacities for website maintenance, social media sites, Canva, Dropbox, and other technologies as needed, working collaboratively with the Union Presbyterian Seminary communications team to ensure appropriate alignment with overall Seminary processes and standards.

## **WORKING CONDITIONS:**

- Ordinarily, workdays will be Monday through Friday or Tuesday through Saturday on the Charlotte Campus. With a part-time position, regular weekly office hours will be negotiated. Some Saturdays may be required as the Charlotte Campus holds classes on Saturdays. There may also be non-traditional hours depending on the programs and events.
- This is a 15 hour a week/48 weeks annually (ordinarily) non-exempt position.
- Hours around events may fluctuate.
- Some travel may be required.
- Unless otherwise noted, the office will be on the Charlotte Campus.