

## **Program Administrator (PA)**

(Part-time Position beginning May 2021)

### **1. Organization Description**

The Ministers Council of the American Baptist Churches USA has been inspiring ministerial excellence to the glory of Jesus Christ since 1935. Through national programs and approximately 25 regional chapters, we encourage collegiality, centeredness, and competence among ABC ministers serving in church, counseling, chaplain, and other arenas of professional ministry. Our current constituency is approximately 2000 individuals.

### **2. Job Summary**

The PA is currently the sole staff position of the organization. This position is both an administrative support and a professional position. In addition, managing office operations, the PA is a key liaison facilitating communication and cooperation in three directions: the Leadership Team (national board), members and prospective members and denominational partners in the ABCUSA.

Routine duties include office administration, coordinating member services, coordinating communication strategies, managing the database, facilitating financial activities, and other duties as assigned by the Leadership Team. The PA represents the organization when needed in denominational meetings and works closely with vendors and contractors as necessary for ongoing services and special events.

Based in the Philadelphia area, this person is supervised by and works closely with elected leaders and other volunteers residing across the nation. Existing proficiency in cloud-based software systems for tasks named below is required for the position.

### **3. Examples of Specific Tasks**

- a) Arrange for response to all communication directed to national Ministers Council via phone/email/mail. Respond to administrative queries directly and direct other concerns to appropriate MC Officer.
- b) Process membership records and cards and keep accurate records in data base.
- c) Process checks/online payments for dues and donations and process bills and other payments and keep accurate records in accounting system.
- d) Work with MC Treasurer to generate monthly financial reports and send reports to the Leadership Team.

- e) Arrange for regular communication with MC members and friends via Constant Contact, Facebook, and Website. Post some information independently; recruit articles from appropriate MC officers and members and oversee publication.
- f) Meet with the Leadership Team on monthly conference calls and with the Ministers Team teleconferences as requested.
- g) Maintains organizational records on behalf of officers and membership.

#### **4. Qualifications**

This mid-level professional will be a self-starting systems thinker who understands the ministerial dimension of supporting and representing the Ministers Council. The successful candidate will be detail-oriented and possess integrity and flexibility. The ability to do short-term and longer-term planning is essential.

#### **5. Proficiencies**

Proficiencies required in QuickBooks, Zoom, Database Management, Google and Microsoft Office Suites, and Constant Contact.

#### **6. Requirements**

- a. Familiarity with the American Baptist Churches USA preferred
- b. Competency with most of the systems specified above
- c. Lives within Philadelphia, PA (expectation of work out of office in West Chester)
- d. Available for consistent office hours
- e. Bi-lingual in Spanish preferred
- f. Provision of resume and references and, if selected, permission for background checks

#### **7. Compensation**

\$22-25/hour, depending on education and experience.  
12-15 hours/week, with potential for modest growth in quantity

#### **8. Application Process**

Provide letter of interest, resume and references to [ministerscouncil2021@gmail.com](mailto:ministerscouncil2021@gmail.com) by May 10, 2021.

**The Ministers Council of the American Baptist Churches USA**  
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