Position Description

Position: Administrative Coordinator, Trauma Healing Initiative

Reports to: Director, Trauma Healing Initiative

Supervision: Director, Trauma Healing Initiative

Collaborate: Office of Academic Affairs, Office of Student Services, Marketing and Communications, Finance

Hours: Contract - up to 80hr/s month

Organization Overview

For 190 years, McCormick Theological Seminary has been a progressive leader within the Reformed tradition committed to fostering a community of Christian leadership that serve diverse ministries and congregations in a challenging and complex world. Through academic excellence, critical reflection, and transforming witness, McCormick Theological Seminary uniquely equips excellent Church leaders for faithful, inclusive, and liberating ministries in God’s world.

Over a three-year period, supported by a grant from the Lily Endowment, McCormick Theological Seminary’s HeartWork Rising Trauma Healing Initiative will engage in institution-wide learning and practices in order to equip clergy and congregations to respond to the communal and systemic nature of trauma.

Position Summary

The role of the administrative coordinator for Trauma Healing Initiative (THI) is to provide support for the director, and manage programming operations. The ideal candidate will have a successful track record of extensive experience in organization, strong written and verbal communication skills, and accounts payable.

Responsibilities

Administrative support Organize meetings and schedules -

- drafting and distributing program reports
- Serve as a liaison between THI and internal MTS faculty, students; and, external community partners, vendors and consultants.
- Perform additional project management duties as assigned
Project Management

- Assist in planning and implementing event programs and services
- Attend planning meetings for THI related activities
- Collaborate with MTS Marketing and Communications department for social media.
- Manage special event projects (on site event planning, etc) and initiatives as assigned
- Perform additional project management duties as assigned

Office Management

- Perform clerical duties, such as filing, faxing, answering phone calls, and responding to emails
- Work with the THI Bookkeeper and MTS accounting department to coordinate and process stipends for program participants; process invoices, make payments, and track receipts
- Ensure conference rooms and other meeting spaces are prepared prior to use, including arranging catering, AV and other support services
- Perform additional related tasks as assigned

Education and/or Experience

Minimum working and educational experience:

- Minimum 5 years experience; high school diploma or associate degree required
- Knowledge of Microsoft Office and/or Mac OS utilities, Google Docs, Zoom, Google Meets and any other software as needed.
- Expertise in project management and event planning.
- Must demonstrate good interpersonal skills and demonstrate the ability to comprehend and follow written, as well as verbal instructions, and must be highly motivated, production oriented, and efficient. Additionally, the incumbent must be able to type 60-65 wpm.
- Capacity to travel: some local, domestic and perhaps international travel may be involved.

Preferred Qualifications

- Possess a high degree of accuracy and attention to detail, must be computer literate and demonstrate proficiency with Microsoft Office Suite and/or mac OS programs. The candidate must also possess the ability to handle telephone calls in a competent and congenial manner; and, demonstrate professional courtesy in all communications and interactions with team, staff, faculty, and constituents.
Core Values

- Open and clear communicator
- Willingness to adapt and troubleshoot
- Ability to initiate action and work collaboratively

Competencies

- Effective written and oral communication skills are essential.
- Must be able to cross cultural, gender, and racial and social boundaries with ease, tact, and diplomacy.
- Must be flexible and willing to engage at different levels of activity for the overall success of departmental objectives and goals.

Personal Characteristics

- Orientation to and background of servant leadership
- Passion for MTS’s mission and purpose and ability to communicate this passion to others.
- Ability to serve as an advocate and exemplar for the vision, values, and mission of MTS.
- Demonstrate strong relational skills.

Type of work environment associated with the job

- This position works in a clean, well-lit area. This position is not susceptible to job hazards; however, due to routine operation/use of computers, normal rest brakes may be required.
- This position is hybrid and may require local travel
- Prolonged use of computer, sitting for up to 8 hours

All interested applicants should send their cover letter and resume to the Human Resources Department at mccormickhr@mccormick.edu.