

## **Program Associate Job Description**

### **Responsibilities**

#### *Communications*

- Create website in conjunction with the Center Director
- Upload, maintain, and keep current information on the website
- Build communication networks in conjunction with the Director
- Maintain communication networks
- Work with Student Interns and Fellows on a social media presence

#### *Programs and Resources*

- Work with the Director to reconceptualize Story Path
- Work with the Director to create the Curriculum Project
- Upload and maintain materials for both Story Path and the Curriculum Project
- Manage e-commerce
- Provide program support for the 3 foci areas: Research, Practices, Leadership
- Assist with integrating the work of the Center with Christian Education degree programs and classes as needed
- Provide support for biennial lectures/symposiums/continuing education events, workshops, seminars
- Assist with the Resource Center as needed and requested

#### *Marketing*

- Coordinate and implement marketing strategies

#### *Funding and Finances*

- Coordinate follow-up with fundraising endeavors
- Work with Director on grant applications and reports
- Work with the Director to manage the budget, calendar, and financial processes with Union Presbyterian Seminary

#### *Other Duties*

- Work with Student Fellows and Interns as needed
- Participate in CLT community and other designated staff meetings
- Provide administrative assistance as needed for the work of the CECE

### **Qualifications**

- Bachelor's degree required, theological education preferred and/or experience with ministries and functions of the church.
- Proficiency with Microsoft Office (Word, PowerPoint, and Excel)
- Capacities for website maintenance, social media sites, Canva, Dropbox, and other technologies as needed.

**Working Conditions:**

- Ordinarily, workdays will be Monday through Friday or Tuesday through Saturday on the Charlotte Campus. 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.
- Some travel may be required.
- Unless otherwise noted, the Office for the CECE will be on the Charlotte Campus in Room C213.
- This is a non-exempt position, full-time, support staff position consisting of 37.5 hours per week.
- Benefits including insurance and retirement contributions are available.