



# CALVIN

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## THEOLOGICAL

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## SEMINARY

**Job Title:** Program and Grant Coordinator  
**Department:** Academic Office  
**Reports to:** Director of Academic Services and Registrar  
**Status:** Full-time, Non-exempt, year round

### **SUMMARY**

The program and grant coordinator will assist the directors of grant funded programs, the director of the Clinical Mental Health counselor program, and the Chief Academic Officer to support the coordination and implementation of program and grant projects, events and activities. This position is scheduled to be for the duration of the current grant-funded programs with the possibility of continuing as further grants are received or developed programs continue. The position is a full-time in-person position that allows flexibility for some hours of remote work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Coordination of Peer Learning Groups (PLG): Responsible for communicating with peer group leaders, tracking receipts and budgets for PLG meetings, ordering books for the groups and sending them to participants, and assisting in receiving annual reports from the Peer Group Leaders, and coordinating with the consulting firm that facilitates the annual surveys of Peer Learning Group members and members of the congregations represented by the pastors in the PLGs.
2. Coordinating on-campus workshops and seminars: Duties will include making room reservations at local hotels, reserving meeting spaces, planning for meals and hospitality, processing travel expense requests from participants, and other logistics for these events.
3. Assisting with scheduling off-site retreats, seminars, workshops and consultations: Researching locations and venues, arranging lodging for participants, planning meals for events, confirming travel arrangements made by teachers and facilitators, and submitting reimbursement requests from participants.
4. Assisting with communication and marketing plans and timelines for the grants and programs, coordinating social media, stewarding email lists and contact information, and ensuring website information is kept up to date by the IT department.
5. Keeping the learning management system and resources current for program participants.
6. Maintaining and organizing program documents and assisting with annual grant financial and progress reports.
7. Assisting the Director of the Clinical Mental Health program with logistics of courses, student needs, and communication with student and adjunct faculty.
8. Assisting the Chief Academic Officer with coordination of new partnerships.
9. Other duties as assigned to assist the work of current or new grants, the Academic Office and Calvin Seminary.

## **QUALIFICATIONS**

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

### **EDUCATION and EXPERIENCE**

This position prefers a Bachelor's degree and/or 3-5 years of experience in administrative and project coordination work.

### **COMMUNICATION SKILLS**

Coordinating many program details requires clear written and verbal communication with program participants, seminary offices, and outside contacts for off-site events. Due to the diversity of our prospective participants, this person should be able to demonstrate cross-cultural sensitivities.

### **DECISION MAKING/JUDGMENT**

The position requires the ability to supervise administrative and logistical issues, prioritize projects and deadlines, plan effectively and solve administrative problems.

### **OTHER SKILLS AND ABILITIES**

1. Natural aptitude for hospitality and a respect for people from diverse cultures and ethnic origins.
2. Effective interpersonal, intercultural, and public relations skills.
3. High level of organization and accuracy.
4. Creativity, initiative, patience, and energy.
5. Flexibility and ability to manage multiple tasks, urgent matters and last minute changes.
6. Ability to work independently.
7. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite; able to communicate through social media.

### **PERSONAL INTEGRITY**

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. The person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church membership are essential.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting and some local travel to off-site locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

February 2024