



CALVIN
THEOLOGICAL
SEMINARY

Job Title: Vocational Formation Office Coordinator
Department: Vocational Formation Office (VFO)
Reports to: Director of Vocational Formation
Status: Part-time hourly non-exempt, 16-20 hours per week

SUMMARY

The Vocational Formation Office Coordinator will provide administrative support to the Vocational Formation Office, supporting students, formation group leaders, internship mentors, churches and others for the functions of the VFO. The person in the position will work in partnership with another part-time Vocational Formation Office Coordinator. This is a part-time on-site position for typically two or three days per week with some flexibility in scheduling working hours and in remote work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Provide administrative support to the work and team of the VFO including but not limited to the following key roles:
 - a. Provide support for student needs including information and logistics, forms as needed (assessment, reporting, etc.), scheduling of meetings with other VFO team members.
 - b. Monitor pulpit supply website and assist churches and students with pulpit supply requests.
 - c. Monitor job posting website and assist ministries, students and alumni with job posting requests.
 - d. Update and develop content for the VFO website along with the Communications Office.
 - e. Schedule and administer student assessments.
 - f. Review incoming communication and email to respond and distribute to ministry sites, mentors, and others as needed.
 - g. Maintains the course management system for group leaders, vocational mentors, in-context learning sites and students.
 - h. Ensure clear communication and accurate tracking data for VFO and student information, including department newsletters and other communication.
 - i. Coordinate events and gathers related to the VFO including room reservations and hospitality needs, etc.
 - j. Monitor finances of the VFO including processing payments to Formation Group leaders, reimbursements, and budget tracking.
 - k. Follow up with any pending matters for the VFO team.
2. Attend and participate in VFO team meetings.
3. Other duties as assigned by the VFO team for the work of the VFO and Calvin Seminary.

SUPERVISORY RESPONSIBILITIES: None

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.

1. Effective interpersonal and public relations skills.
2. Proficiency (or willingness to become) in software utilized by the VFO including Word, Excel, Canvas, Populi, Mail Chimp
3. Christ-likeness and at ease in service to others
4. Capacity to function well with confidential matters
5. Ability to accomplish assigned work, asking for clarification when needed.

EDUCATION and EXPERIENCE

A Bachelor's degree and administrative experience in higher education settings preferred.

COMMUNICATION SKILLS

This role will engage directly with students and others within CTS. As such, this person will need to be excellent in face to face communication. The diversity of the CTS student body will make it essential that this person is an avid listener and able to function effectively with cross cultural matters. This person is also able to strictly guard student confidentiality with the integrity demanded of the educational process.

DECISION MAKING/JUDGMENT

The position requires the ability to prioritize projects and deadlines, plan effectively, think clearly and act responsively.

OTHER SKILLS AND ABILITIES

1. High level of organization and accuracy.
2. Creativity and energy.
3. Flexibility and ability to manage multiple tasks.
4. Ability to work independently.

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. Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, so a vibrant Christian faith and active engagement in the life of a local church 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.