



CALVIN THEOLOGICAL SEMINARY

Job Title: Program Administrator

Department: The Center for Excellence in Preaching (CEP)

Reports To: Director of CEP

Status: 12 - 15 hours per week, part time, non-exempt

SUMMARY

This part-time position will provide administrative design, coordination and support for programs related to the Center for Excellence in Preaching. The position will be a key point of contact between the Seminary and the many people who utilize the Center's continuing education offerings and so will present a welcoming and gracious face for the Seminary. This position will work closely and in concert with the Center's Director to maintain excellent communication and to come up with creative approaches to varying practical issues as may arise in the course of the work. This position is an on-site year-round part time position with flexibility for some hours of remote work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. **Website Maintenance:**

A: Maintain the CEP website content (cepreaching.org), including editing and posting English sermon commentaries weekly and additional content when requested. This also includes posting sermon commentaries in Korean and Spanish each week. If the website's function is not at 100%, contacting the programmer as needed, or the Seminary IT department for hardware issues.

B. Processing check requests to pay the website contributors, including collecting applicable documents for new writers and providing them to the Financial Services Office.

2. **CEP Seminar Coordination.**

A. Coordinate details and advertising for the annual summer seminar(s) held by CEP in Grand Rapids. Includes reserving accommodations, ordering meals, creating nametags and schedules for the week and communicating with the pastors.

B. Additional hours may be necessary during seminars to attend to refreshments and lunches during the event.

3. Coordinate **marketing** of CEP either with the firm that has been hired or with the internal CTS communications team. Also, help to determine if the internal department has the capacity to assist with marketing CEP. The marketers create art for print advertising, work on increasing the footprint of CEP in the digital marketplace, including advertising and newsletters, and maintains licenses that are renewed annually for the website.

4. Keep regular **documentation** of website traffic and MailChimp activity on spreadsheets.

5. Supervise the **Rhetoric Center**, including payroll for regular tutors and student workers and coordinate hiring students when there is a need for additional workers.
6. As an affiliate member of the Calvin Institute of Christian Worship (CICW) staff, attendance at the weekly staff meeting is helpful to create relationships with the program staff. The CEP Program Administrator provides coordination of the Worship Symposium and any other CICW events in the Seminary building.
7. Provide **other administrative support** for CEP or related Seminary initiatives as assigned.

SUPERVISORY RESPONSIBILITIES

Supervise Seminary Student Workers as assigned. Currently this includes the marketing assistant who maintains the CEP social media presence.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This includes the ability to demonstrate personal qualities of being friendly, hospitable, personable, highly organized, detail-oriented, a self-starter, and capable of working independently. Administrative attention to detail will be necessary to maintain invoicing and accounts receivable for multiple discrete budgets as well as the many logistical details attendant on running seminars and peer groups both on campus and in numerous off-site locations.

EDUCATION and/or EXPERIENCE

This position requires a Bachelor Degree. Previous administrative assistance and project coordination work experience is desired. Strong organizational, administrative and communication skills are required. Computer skills are mandatory including electronic communication, Microsoft programs, and WordPress. Musical knowledge is helpful.

COMMUNICATION SKILLS

Coordinating many program details requires clear 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. This individual must handle confidential information with integrity.

DECISION MAKING/JUDGMENT

This position involves managing projects and/or assignments requiring decision-making authority regarding schedules and plans. The position requires the ability to think clearly and act quickly.

PERSONAL QUALITIES AND COMPETENCIES

1. Natural aptitude for hospitality.
2. Effective interpersonal and public relations skills.
3. Organization and accuracy.
4. Creativity and energy.
5. Flexibility and ability for multitasking.

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. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church and her constituencies. A vibrant Christian faith and active participation in a local church are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised 02/2026