



Open Positions: Program Coordinator

For nearly two hundred years, American Baptist Home Mission Societies has answered God's call to meet the needs of those living on the margins. We develop programs, publications, and resources that encourage, equip, and strengthen Christian leaders to make a positive impact in people's lives. We promote the Christian faith across the United States and Puerto Rico by cultivating Christ-centered leaders and disciples who heal and transform communities in partnership with American Baptists and others.

Why does ABHMS need a Program Coordinator

The Program Coordinator performs a variety of administrative tasks to help keep the missional programs and initiatives of a unit running effectively. Core administrative functions include, but are not limited to:

- Oversee the administrative activities of designated programs and initiatives.
- Complete day-to-day tasks that keep the assigned programs and initiatives running smoothly.
- Assist in planning meetings for assigned programs and initiatives.
- Coordinate with other ABHMS units to ensure assigned programs, activities and initiatives are implemented as directed.

The Program Coordinator will perform a variety of tasks and provide overall assistance to programs and initiatives assigned. The Program Coordinator will also be expected to align with ABHMS strategic mission, vision, and values.

This is a full-time exempt position based at the ABHMS Leadership and Mission Building in King of Prussia, PA. Ability to commute daily to corporate offices is required. This position will report to a unit director.

What qualities make for a successful Program Coordinator?

The Program Coordinator must be someone with great attention to detail who is organized, able to prioritize tasks and follows-through efficiently, accurately and in a timely manner. Strong communication skills (both written and verbal) in English is essential. A 'good fit' for this position requires project management skills plus a positive attitude. Being able to adapt to change, experience working in a diverse environment and possessing a desire for continuous learning are essential for success.

Primary Duties and Responsibilities

- Oversees the day-to-day operations for assigned programs and initiatives.
- Maintains accurate and complete records and files for the assigned programs and initiatives.
- With the general supervision of the unit director, provides input and carries out tasks as assigned regarding the full implementation and assessment of the unit programs and initiatives. Tasks may include but are not limited to: scheduling, note taking and distribution, record keeping, budget tracking, voucher processing, event support, data collection and analysis.
- Provides general administrative support and assistance to all work associated with the respective program unit.
- Posts relevant content to MinistrElife as delegated to do so.
- Monitors program budgets, processes vouchers.
- Ensures other internal units and departments receive information about program events planned.
- Takes notes/minutes of relevant programmatic meetings and/or planning sessions as assigned.
- Provides support and scheduling for online/onsite meetings and events as assigned.
- Collaborates with other administrative staff to ensure assigned programs and initiatives are well implemented.
- Represents assigned programs in interdisciplinary teams or other meetings as requested.
- Participates in the planning and scheduling of assigned program events and initiatives.
- Occasionally, support may be required for an evening or weekend program or event, with ample notice.
- Other relevant duties as assigned.

Education, Experience, Knowledge and Skills

- Appreciation for the mission, vision, values, and goals of ABHMS. To be successful in this role, the individual must understand the organization's mission and values and work diligently to make a positive impact on advancing that mission.
- Bachelor's degree in communications, business, project management or other relevant studies.
- Minimum of 2 years administrative experience in a corporate context, a religious nonprofit, or an advocacy organization.
- Strong communication, organizational, analytical, and interpersonal skills.
- Critical thinking and decision-making capabilities.
- Project management skills.
- Intellectual curiosity and commitment to lifelong learning.
- Proficiency with Microsoft Office and other relevant technologies (Outlook, Excel, PPT, Word, SharePoint, Teams, Smartsheet, Zoom, Cvent) with the ability to learn new technologies.
- Able to work collaboratively in teams, take instruction, and follow through with assigned tasks, while also having the confidence and self-motivation to contribute to team goals and take responsibility for one's own scope of work with limited direct supervision.
- Accurate and detail-oriented with a strong professional ethic and sensitivity to confidentiality.
- Professional customer service mindset for effective engagement with constituents.

- Resilient, flexible and agile to address changing trends.
- Competent working in a large faith-based setting where cultural and gender diversity are greatly valued.

ABHMS is a great place to work! We offer an excellent compensation package: salary and benefits (health insurance, paid vacation and paid sick time, participation in a fully vested 403b, paid maternity/paternity leave, continuing education grant, plus many others). ABHMS provides support to continue to develop staff knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives. We offer a safe, professional work environment located at 1075 1st Avenue, King of Prussia, Pa.

ABHMS is an equal opportunity employer. We do not discriminate and take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

If interested in applying: send Cover Letter & Current Resumé LMiraz@abhms.org

We will begin reviewing candidates as early as February 21st 2025.