



We are hiring an **Administrative Coordinator**

For more than 190 years, [American Baptist Home Mission Societies](#) has met the needs of those living on the margins. ABHMS supports ministries across the United States and Puerto Rico that transform and heal communities dealing with poverty, disaster and crisis.

We are hiring an Administrative Coordinator for our Healing & Transforming Communities ministry team. This job requires working on a variety of tasks to help keep the team's programs running effectively, including (but not limited to) the following:

- Oversee the administrative activities of the team's programs.
- Manage the day-to-day tasks and relational communications that keep the programs running smoothly.
- Participate in planning meetings for programs.
- Accept additional responsibilities related to a variety of programs, based on capacity and skill set.

If you have a passion for ministry, love connecting with people, and want to work in an organization committed to helping you grow your career, do not hesitate to apply.

Key Responsibilities of the Administrative Coordinator

- Participate in the planning and scheduling of assigned programs. This would include scheduling, taking notes in meetings, and occasionally, may require pre-scheduled work on evenings or weekends.
- Monitor program budgets and process vouchers for expenses and reimbursements.
- Create, prepare, and deliver program reports to various departments.
- Receive and forward communications to both internal staff and external constituents.
- Organize meetings and meeting schedules for the team, as well as taking meeting notes for follow-up actions.
- Perform various clerical duties, such as filing, faxing, answering phone calls, and responding to emails.
- Ensure conference rooms and other meeting spaces are prepared prior to use.
- Represent team programs at interdisciplinary meetings, as assigned.
- Other relevant duties as assigned.

Qualifications of Administrative Coordinator

- Commitment to the mission, vision, and values 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.
- Associate degree in administration, project management, or other relevant studies.
- Administrative experience in a church or other non-profit organization.
- Strong communication skills – both writing and speaking.
- Strong interpersonal and organizational skills.
- Detail-oriented with a strong professional ethic and sensitivity to confidentiality and accuracy.
- Exemplary customer service and hospitality skills.
- Independently motivated with the ability to take on tasks without immediate direction.
- Competency working in a large faith-based setting where cultural and gender diversity are greatly valued.
- Intermediate level of experience with productivity tools, such as Microsoft Office Suite (Outlook, Word, Excel, SharePoint, and PPT).
- Ability and commitment to learning new technologies essential to the work (Smartsheet, Salesforce, etc.).
- Able to occasionally work an irregular schedule (evenings or weekends).
- Able to commute daily to ABHMS corporate offices in King of Prussia, Pa.

ABHMS is a great company to work for and is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our total rewards package includes an excellent salary and a generous selection of benefits: comprehensive health insurance (medical, vision, Rx, and dental), a generous amount of paid vacation and holidays, paid sick time, plus employer-provided funds into a fully-vested 403b. We offer a safe, professional work environment located at the Leadership & Mission Building, 1075 1st Avenue in King of Prussia, PA.

This is a full-time position and is open immediately. We will begin reviewing applications as early as **August 1, 2023**, and the position will close when we find the ideal candidate. If interested, please send the following information as soon as possible:

A **Cover Letter** and **Current Resumé** (Doc or Docx format) to LMiraz@abhms.org.