



The American Baptist Home Mission Societies is Searching for an Associate Coordinator for ministrElife

The American Baptist Home Mission Societies (ABHMS) is conducting a national search for an **Associate Coordinator for ministrElife** to assist American Baptist ministry professionals in engaging in a new and cutting-edge online networking platform. This dynamic and customized platform includes a personnel profile system designed to assist ministry leaders seeking opportunities to serve local churches as well as regional and national American Baptist organizations. This is a full-time position reporting to the National Coordinator for ABPS & ministrElife and is based in the Leadership & Mission Building in King of Prussia, Pa.

Founded in 1832, ABHMS has a long history of meeting human needs and empowering individuals, institutions, churches and communities to share faith, concern and resources to improve the quality of life for all people. ABHMS has done this through supporting education, providing scholarship assistance, publishing Christian resources, funding churches and community centers, counseling and chaplaincy services, intercultural programs, support for immigrants and refugees, advocacy and intervention on behalf of persons living with disabilities, living in poverty, children, senior adults, immigrants, refugees, prisoners and ex-offenders, victims of disasters, and much more.

Primary Duties and Responsibilities

- Serve as primary point of contact for ministrElife inquiries and requests, including but not limited to the American Baptist profiles
- Assist internal and external partners and constituents in the use of the ministrElife platform
- Support ministrElife marketing and promotional strategies
- Address customer needs and concerns and escalate as needed
- Up-sell and cross-sell ministrElife and ABHMS products and services
- Provide administrative support for the work of the ministrElife unit
- Occasional travel to denominational meetings and gatherings to support ABHMS missional objectives
- Other relevant duties, as assigned.

Required Education, Competencies and Experience

- Evidence a sense of vocation/call to Christian mission
- Passion and interest in working with religious professionals
- Profound appreciation for the vision and mission of ABHMS; with a particular affinity with the work related to personnel services and the ministrElife platform
- Bachelors' degree in religion, communications, business or related field
- Understands of Baptist congregational life and traditions
- Commitment to ongoing spiritual formation, personal growth, professional development, and self-care
- Technologically proficient with Microsoft Office suite with capacity to learn and expertly navigate the ministrElife platform, including ABPS

- Excellent communicator who's able to grasp customer needs and brainstorm ways to fulfill them
- Exemplary customer service skills and detail-oriented
- Experience in planning, following through on tasks, organizing and executing activities, including logistics.
- Highly organized, multi-tasker with strong project management and time management skills.
- Self-motivated with an ability to work collaboratively and in teams.
- Strong professional ethics and sensitivity to confidentiality
- Competency working in a large, culturally diverse and complex faith-based setting.
- Ability to promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Ability to work at the ABHMS Leadership and Mission Building in King of Prussia, PA.

ABHMS is an equal opportunity employer and practices non-discrimination. ABHMS offers a progressive work environment with competitive compensation, comprehensive employee benefits package – including health insurance, retirement plan, life insurance, paid vacation and sick days plus Christmas week off. Relocation assistance available for the successful candidate presently living outside of the local area.

ABHMS provides staff with the support needed to continue to develop knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives.

We will begin reviewing applications immediately. If interested, please send: **A Cover Letter** and **Current Resumé** to

Hrmatters@abhms.org