



The American Baptist Home Mission Societies (ABHMS) is Searching for a Program Coordinator

ABHMS seeks a **Program Coordinator** to be part of a ministry team that advances its various missional initiatives and programs. The **Program Coordinator** performs a variety of tasks to help keep our missional programs and initiatives running effectively including the following:

- **Oversees** the administrative activities of designated mission programs.
- **Manages** the day-to-day tasks that keep the missional programs running smoothly.
- **Participates** in planning meetings for missional programs and initiatives.
- **Accepts** responsibilities related to a variety of missional programs, based on capacity and skill set.

Primary Duties and Responsibilities

- Oversees the day-to-day operations for the assigned programs.
- Maintains accurate and complete records and files for the assigned programs.
- Collects and analyzes data on the programs assigned.
- Ensures compliance with program objectives.
- Participates in the planning and scheduling of assigned program events.
- Monitors program budgets, processes vouchers.
- Helps with communication and marketing efforts for the assigned programs, including loading relevant content to ministrElife portal.
- Prepares timely reports for Program Directors/National Coordinators.
- Takes notes/minutes of relevant programmatic meetings and/or planning sessions.
- Provides support and scheduling for online/onsite meetings.
- Collaborates with other Program Coordinators to ensure all missional programs are served.
- Collaborates and communicates with appropriate members of other units and corporate services.
- Represent assigned programs in interdisciplinary teams or other meetings as requested.
- Other relevant duties as assigned.

Required Education, Skills, Experience and Competencies

- Appreciation for the mission, vision, values, and goals of ABHMS. The most successful candidate will understand the organization's mission and values and see how they may have a positive impact on advancing that mission.
- Bachelor's degree in communications, project management, administration or other relevant studies.
- Minimum of 2 years administrative experience in a corporate context, a religious nonprofit or an advocacy organization.
- Strong communication, organizational and analytical skills.
- Critical thinking and decision-making capabilities.
- Ability to assume responsibility and work with limited direction.
- Excellent interpersonal and communication skills.
- Accurate and detail-oriented with a strong professional ethic and sensitivity to confidentiality and accuracy.
- Customer service skills supporting all aspects of customer and constituency interaction.
- Self-motivated with an ability to work collaboratively and in teams.
- Competent working in a large faith-based setting where cultural and gender diversity are greatly valued.
- Project management skills.
- Proficiency with OneDrive and Microsoft Office: Outlook, Excel, PPT, Word, SharePoint.
- Scheduling, event planning or experience with Cvent.

At ABHMS, our team-oriented collaborative approach allows for ample learning and development opportunities. ABHMS is an ideal atmosphere in which to best use your skills and talents, and is eager for your input, ideas, and inspiration.

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 excellent salary and a generous selection of benefits: comprehensive health insurance (medical, vision, Rx and dental), a generous amount of paid vacation and holidays and paid sick time, plus employer-provided funds into a fully vested 403b). 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 offer a safe, professional work environment located at the Leadership & Mission Building, 1075 1st Avenue in King of Prussia, PA.

As this position is open immediately, we will begin reviewing applications **as they are submitted**. If interested, please send:

1. A Cover Letter

2. **Current Resumé**
3. **A 2-3 minute video indicating your passion for project management within a context such as ABHMS, or describing any past experience participating in a Team to produce a program or event.**

Send requested information to HRMatters@abhms.org

This is full-time position is open immediately and is based at the Leadership & Mission Building, ABHMS' corporate headquarters, 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. American Baptist Home Mission Societies partners with American Baptists in answering God's call to promote the Christian faith across the United States and Puerto Rico by cultivating Christ-centered leaders and disciples who heal and transform communities. ABHMS works to cultivate passionate leaders and disciples who impact the society with the Gospel that heals and transforms. 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. ABHMS also serves as a public witness and advocate on behalf of persons living with disabilities, living in poverty, immigrants, refugees, prisoners and ex-offenders, victims of disasters, and much more.

ABHMS is an Equal Opportunity Employer.