

Memphis Theological Seminary

Job Description

All MTS employees are expected to embrace the mission statement of the seminary and to comply with all policies and procedures presented in the MTS Employee Handbook as adopted by the Executive Leader Team and Board of Trustees

Job Title: **Financial Leadership for Ministry Project Assistant**

Posting Application Date: 3/9/2017

Closing Date: When Filled

Time & Place to Apply: Submit resume and cover letter to flm@MemphisSeminary.edu, Fekecia Gunn, FLM Director

Job Summary: The Project Assistant will assist the Director in accomplishing the goals and objectives of the Financial Leadership for Ministry Grant by performing project and office administrative tasks. Tasks include but are not limited to file management, data collection, report creation, proofreading, editing, and gathering and inputting of data.

Work Hours: This is a part-time salaried, grant-funded position with overall responsibility of the implementation of the Financial Leadership for Ministry Program. A minimum of 12 hours per week is required.

Location of the Job: MTS Campus

Working Relationships: The Project Assistant reports to the Financial Leadership for Ministry Director. Other working relationships include Associate Dean of Curriculum and Instruction, students, faculty, vendors and MTS Administrative staff.

Key Responsibilities include:

- Serve as Point of Contact for Financial Leadership for Ministry Director and Project;
- Manage Project Data using a variety of applications and software(Google Docs, MS Database, Excel, Word);
- Devise and or typing of correspondence and other documents for the Director and members of the Steering Committee, Judicatory Committee and Financial Planners;
- Maintain and order resources and supplies for the Project Team;
- Schedule space and arrange logistics for meetings, workshops and events and ordering resources, supplies, etc.;
- Work with the Web Production Manager as directed by FLM Director;
- Assist FLM Director in the planning and implementation of workshops and final conference;
- Document and assist in the evaluation of the project objectives and related workshops and events;
- Contribute to Social Media on behalf of the Financial Leadership for Ministry Project as directed by the FLM Director;

Skills Required:

- Initiative and ability to work with little direct supervision;
- Strong organizational and administrative skills;
- Ability to communicate effectively at a number of different levels and methods;
- Ability to work under pressure and to maintain deadlines;
- Ability to maintain confidential and time sensitive information using the highest degree of discretion and integrity;
- Ability to work as part of a team;
- Computer literate and ability to use Microsoft Word, Excel, Access, PowerPoint, etc.;
- Familiarity with Google Programs, Applications and other Internet Programs.

Minimum Qualifications:

- Any combination of education, training and experience that demonstrates the ability to perform the duties as described;
- One to two years' experience in an administrative support role;
- Demonstrated competence in using informational systems, survey formats and Microsoft Office Suite;
- Experience in working with diverse and multicultural community.

Compensation: \$12 per hour (part-time) plus fringe benefits.

MTS MISSION STATEMENT: The mission of Memphis Theological Seminary is to educate and sustain men and women for ordained and lay Christian ministry in the church and the world through shaping and inspiring lives devoted to scholarship, piety and justice.