



Asociación para la Educación Teológica Hispana

Bilingual Program Coordinator Assistant Job Description

This is a 30 hrs. a week position, therefore, there are job benefits included. The objective of this position is to assist the Program Coordinator in the daily tasks.

Responsibilities

The Program Coordinator Assistant must be able to perform routine office procedures independently, type a variety of correspondence in both English and Spanish, and oversee the maintenance of files and membership databases. This person should also be able to answer phones, respond to inquiries and supervise the distribution of incoming and outgoing mail.

The Program Coordinator Assistant maintains the corporative & financial records and provides necessary documentation to the Program Coordinator and external auditor to complete grant reviews or audited reports.

The Program Coordinator Assistant assists the Program Coordinator in the coordination of meetings and events. He or she offers direction in the coordination of other national or regional meetings of the Asociación:

- Keep the event work plan updated
- Assist monitoring the execution of the plan
- Assist executing corrective and alternative measures to keep the plan on course as directed by the Project Manager
- Maintain fluid and timely communication with the people, committees and organizations that contribute to the realization of the project
- Assist monitoring the status of income and expenses of the grant budget
- Monitor the progress of the registration for events.
- Report and assist in the resolution of the problems that may arise related to the implementation of the plan
- Help coordinate with the Program Coordinator the activities week by week
- Help coordinate the evaluation of the events and the project, and obtain learnings
- Assist in the preparation and submission of the monthly, quarterly, and yearly reports

The Program Coordinator Assistant works closely with the Program Coordinator in performing tasks associated with the project and committees. He or she must perform other duties as assigned by the Program Coordinator. This position reports and works under the direct supervision of the Program Coordinator.

Qualifications

The applicant must be willing to work in a Christian environment that promotes theological education. He or she must hold a degree in management, administration, or equivalent and have work experience as an Administrative Assistant, or similar role. This person must show proven ability to organize and complete multiple tasks and demonstrate proven ability and willingness to be an active team member of a team-based work environment. Excellent administrative skills are required. Applicant should possess an effective presentation, verbal and written skills in English and Spanish. He or she must type at least 45 wpm and have knowledge and experience working with MS Office and Google applications. Familiarity with office gadgets and applications. Must be discrete and maintain confidentiality.