



**JOB OPENING**  
**Asociación para la Educación Teológica Hispana (AETH)**

**Job Title: Contract Assistant Project Manager**

**Type:** Contract, 1 year (with the possibility of extension to 3 more years | 30 hrs. a week

**Location:** Remote position within United States and/or Puerto Rico

**Program:** Compelling Preaching Initiative

**About AETH:**

The Association for Hispanic Theological Education (AETH) is a non-denominational Christian faith-based network of people and institutions working since 1992 in the United States, Canada, Puerto Rico, and more recently in Latin America and the Caribbean dedicated to promoting and improving theological education and its impact on the lives of individuals, churches, and communities.

**Position Overview:**

As a Contract Assistant Project Manager, you will be responsible for assisting the Program Project Manager in the planning, execution, and completion of daily tasks and program related responsibilities. This role requires strong project management skills, excellent communication, and the ability to collaborate with diverse teams and audiences.

**Key Responsibilities:**

- The Project Manager Assistant (PMA) assists the Project Manager (PM) in the coordination of conferences, courses, events, workshops and webinar/course development.
- The PMA assists the project manager to meet the goals and success markers of the project, and in measuring and tracking these.
- He/she will work collaboratively in the tracking of the project performance as directed by the PM.
- The PMA will also assist in the different tasks related to grant reporting. He or she must perform other duties as assigned by the PM.
- This position reports to and works under the direct supervision of the PM.

**Tasks**

- Keep the event work plan updated
- Assist monitoring the execution of the plan
- Report and assist in the resolution of the problems that may arise related to the implementation of the plan 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



- Create project related documentation
- Monitor the progress of the registrations for events.
- Monitor the status of income and expenses of the event budget
- Help coordinate with the Project Manager 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 yearly grant reports

**Required 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 have knowledge and experience working with MS Office and Google applications.
- Familiarity with office gadgets and willingness to learn other applications.
- Must be discrete and maintain confidentiality.

**Contract Details:**

- Contract Duration: Contract, 1 year (with the possibility of extension to 3 more years)
- Compensation: Competitive hourly rate
- Weekly hours: 30 hours a week
- Work Schedule: Flexible remote work, within the operational needs of the Program

**How to Apply:**

Interested candidates are invited to submit a resume and cover letter to [info@aeth.org](mailto:info@aeth.org). Please include "Compelling Preaching Assistant Project Manager" in the subject line.

**Application deadline:**

Friday, January 19<sup>th</sup>, 2024.

**Equal Opportunity Employer:**

AETH is an equal opportunity employer. We welcome and encourage applications from individuals of all backgrounds with formal residency in the United States and Puerto Rico.