



JOB OPENING

Asociación para la Educación Teológica Hispana (AETH)

Job Title: Compelling Preaching Project Manager

Type: Contract | Full time

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

Program: Compelling Preaching Program

Reports to: Executive Director

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 Compelling Preaching Project Manager (PM), you will be responsible for reporting to the Executive Director 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 PM coordinates conferences, courses, events, workshops and webinar/course development.
- The PM meets the goals and success markers of the project, and in measuring and tracking these.
- He/she will work in the tracking of the project performance.
- The PM will also perform different tasks related to grant reporting.

Tasks

- Keep the event work plan updated
- Monitor the execution of the plan
- Report the resolution of the problems that may arise related to the implementation of the plan to keep the plan on course
- 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

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- Coordinate with the Project Manager Assistant the activities week by week
- Coordinate the evaluation of the events and the project, and obtain learnings
- Execute 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.
- PhD or EdD in a theology related area or in leadership preferable or demonstrated effectiveness in church leadership, teaching, and research with an MDIV, M.A. or M.ED
- Successful experience working directly with students and leadership in certified Bible institutes
- Demonstrated effectiveness in administration and coordination across diverse organizations
- Demonstrated effectiveness in research and writing
- Demonstrated effectiveness in grant reporting
- Commitment to the mission of the Asociación para la Educación Teológica Hispana (AETH).
- 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.

Preferred Qualifications:

- Experience and/or formation in management
- Experience in theological education and/or pastoral positions
- Experience working with grants
- Ability to work collaboratively on a team

Contract Details:

- Contract Duration: Contract, 1 year (with the possibility of extension to 3 more years)
- Compensation: Competitive hourly rate
- Weekly hours: 40 hours a week
- Work Schedule: Flexible remote work, within the operational needs of the Program

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How to Apply:

Interested candidates are invited to submit a resume and cover letter to **administration@aeth.org**. Please include "Compelling Preaching Project Manager" in the subject line.

Application deadline:

Friday, March 15th, 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.