



JOB OPENING

Asociación para la Educación Teológica Hispana (AETH)

Role Title: Community Engagement Assistant (CEA)

Type: Contract, 1 year (with the possibility of extension to 4 more years) | 25 hrs. a week

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

Program: Community Capacity Building

Reports: Community Engagement Manager

About AETH:

The Association for Hispanic Theological Education (AETH) is an inter-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 our Community Engagement Assistant (CEA) you will be responsible for supporting AETH's community need assisting the Community Engagement Manager. The CEA will be responsible for managing and optimizing our membership communication and engagement efforts, including but not limited to: data base management, communication workflows, community related email marketing (e-Blasting), and general community activities, conferences, workshops, special events, etc. The CEA should be creative and results-driven to enhance brand awareness among our community and generate leads.

In essence, the CEA will be responsible for making a reality our membership community and program's vision while enabling our mission with tasks such as but not limited to the planning, execution, and completion of daily and program related responsibilities. This role requires strong project management skills, excellent communication, flexibility and the ability to collaborate with diverse teams and audiences.

Key Responsibilities:

- The CEA assists in the coordination of conferences, courses, events, workshops and webinar/course development for AETH's community.
- Community Engagement
 - ✓ Keep abreast all membership community initiatives and communication.
 - ✓ Work with staff to assure alignment and continuous benefits for our community.
 - ✓ Monitor community to assure engagement, growth and nurturing.
 - ✓ Collaborate on the creation and maintenance of communication and content portals for community.
- Membership Portal Management
 - ✓ Develop, implement, and manage membership database across platforms.
 - ✓ Create engaging content, including reading material, graphics, videos, and stories into the portal.
 - ✓ Monitor social media channels, respond to comments, and engage with followers.

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- ✓ Analyze social media metrics and adjust strategies to improve performance.
- ✓ Stay updated with the latest social media trends and best practices.
- Email Marketing (eBlasting)
 - ✓ Plan and execute email marketing campaigns, including newsletters, promotional emails, and automated workflows for membership community.
 - ✓ Create and segment email lists to target specific audiences.
 - ✓ Design email templates, write compelling copy, and ensure content is optimized for mobile devices.
 - ✓ Analyze email-marketing metrics (open rates, click-through rates, conversions) and optimize campaigns for better performance.
- General Administrative Support
 - ✓ Assist in the planning and execution of community engagement campaigns.
 - ✓ Collaborate with the design team to create marketing collateral, including brochures, banners, and presentations align towards our community, membership and Bible Institutes.
 - ✓ Conduct market research to identify trends and opportunities.
 - ✓ Assure effective communication tools and ways are being execute for community audiences.
 - ✓ Support event planning and coordination as needed.
- The CEA will work collaboratively in the tracking of the program performance as directed by the Community Engagement Manager and AETH's Executive Director.
- The CEA must perform other duties as assigned, while creating a discipline of accountability.

Tasks

- Keep the community 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
- Maintain fluid and timely communication with the people, committees and organizations that contribute to the realization of the program
- Participate of staff meetings and one-on-one meetings
- Create project related documentation and recurrent reporting
- Help coordinate with activities as assigned

Required Qualifications:

- The applicant must be willing to work in a Christian environment that promotes theological education.
- It is desirable that the CEA holds a degree in marketing, communications, administration or equivalent and have work experience with excellent administrative, grammar and proofreading skills, or performed similar role.
- Proficiency in community portal and social media management platforms and tools.
- Experience with data base management portals.
- Knowledge of email marketing platforms (e.g., Mailchimp, Constant Contact).

- This person must show proven ability to organize and demonstrate proven ability and willingness to be an active team member of a team-based work environment.
- Strong analytical skills and ability to interpret data to drive decisions.
- Ability to work independently and manage multiple projects simultaneously.
- Chosen candidate must be able to have problem-solving abilities, be creative, think strategically while execute administratively.
- Applicant must be able to agree to a working time schedule aligned with AETH's operational hours and needs.
- Applicant must have the disposition to travel, as responsibilities required him/her.
- 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 Skills
 - ✓ Experience with data entry and database software
 - ✓ Knowledge of Google Analytics and Google Ads.
 - ✓ Understanding of CRM systems and other communication workflows tools.
 - ✓ Knowledge of community portal platforms and supporting systems.

Contract Details:

- Contract Duration: Contract, 1 year (with the possibility of extension to 3 more years)
- Compensation: Competitive hourly rate
- Weekly hours: 25 hours a week
- Work Schedule: Flexible remote work, within the operational needs of AETH

How to Apply:

Interested candidates are invited to submit a resume and cover letter to administration@aeth.org. Please include "Community Engagement Assistant" in the subject line.

Application deadline:

Friday, November 22, 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.