



4500 Massachusetts Avenue, N.W., Washington, DC 20016-5690 ~ (202) 885-8600 ~ (202) 885-8605 ~ www.wesleyseminary.edu

POSITION ANNOUNCEMENT

PROGRAM ADMINISTRATOR

Located in Washington, DC, Wesley Theological Seminary is a graduate theological school of The United Methodist Church that prepares women and men to be exceptional leaders, teachers, and preachers. Our culturally and ethnically diverse student body represents nearly 40 different Christian denominations, from nearly every state in the union, and from every continent on earth except Antarctica. Our graduates go on to lead churches, nonprofits, justice and advocacy programs, international NGO's, community health programs, and helping agencies around the world. A single graduating class of Wesley scholars will positively impact more than half-a-million people in their ministry careers.

Position Description:

The Program Administrator is a full-time position providing administrative support for the Lewis Center for Church Leadership. S/he works closely with the Director and others in the Lewis Center to help fulfill the mission. S/he will be the budget manager and assist with day-to-day activities and projects as needed.

Essential Duties and Responsibilities:

Oversee and support Online programs such as Lewis Pastoral Leadership Inventory and Keeping our Sacred Trust courses

- Point of contact for users and prospective users and liaison with institutional clients
- Set up new groups tailored to specific group needs
- Monitor participant progress and report accordingly to group supervisors
- Work with web specialists to sustain and improve these systems
- Produce and issue reports and continuing education certificates
- Maintain records and databases
- Issue bills and track payments
- Issue and track surveys and feedback for future program improvements and updates

Center Administration

Handle all day-to-day administrative responsibilities for the Lewis Center

- Work with director to coordinate the Center's budget and finances
- Manage all incoming and outgoing financial transactions including issuing purchase orders, tracking internal credit card expenses, managing PayPal transactions, issuing deposit bank transfers, tracking grant income and expenditures, managing all general ledger accounts
- Budget manager for major grants

- Serving as a liaison with Seminary personnel on issues related to budget, finance, development, facilities, and IT
- Manage student workers
- Ensure all supplies for operating and programming purposes are ordered and stocked and staff is resourced as needed

Program Contribution

- Represent the Lewis Center and its resources at conferences and events that may include travel
- Coordinate Lewis Community Leadership program
- Developing systems for tracking information
- Analyze research results and produce reports
- Other duties as assigned

Qualifications:

The successful applicant will have a Bachelor's degree and a knowledge of the church.

Preference will be given for those who have a MDIV and are United Methodist.

The following knowledge, skills and abilities are required:

- Outstanding interpersonal skills and exceptional oral and written communication skills.
- Self-starter who works cooperatively with others in a diverse, fast-paced environment; and handle multiple priorities.
- A high degree of confidentiality, professionalism, credibility and integrity.
- Excellent computer skills with Microsoft Office Suite, Internet, Blackboard, and other software designed for higher education.

To Apply:

Send cover letter and resume with contact information to:

Wesley Theological Seminary
Human Resources
4500 Massachusetts Avenue, NW
Washington, DC 20016-5690

Email: hr@wesleyseminary.edu

Website: www.wesleyseminary.edu

Posted: 07/24/18

Closes: When filled

Wesley Theological Seminary is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. Wesley Theological Seminary values diversity and inclusion. We value diversity within our students, faculty and staff, and strive to recruit, develop, and retain the most talented people.

An offer of employment is contingent upon the establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986, as well as a background check and supporting references