

INSTITUTE FOR YOUTH MINISTRY

PRINCETON THEOLOGICAL SEMINARY

Position: Administrative Assistant for the Institute for Youth Ministry (IYM)
Department: Office of Continuing Education
Full-time or Part-time: FT Non-Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTSem Office Hours; flexible/variable based on programming needs
Job Type: In-Office, with an option of one work-from-home day per week
Reports to: Director of the Institute for Youth Ministry (IYM)

Job Purpose: The Administrative Assistant for the Institute for Youth Ministry serves as the first point-of-contact for the IYM, provides clerical and administrative support for all IYM team members and associated projects, and develops systems and processes to maximize office efficiency. This person will also serve as the principal logistics coordinator for all IYM-related events.

ESSENTIAL FUNCTIONS:

Office Logistics & Organization

20% of time for section

- Serves as initial point-of-contact for the IYM, answering phone calls, inquiries, emails, and other communications with up-to-date information on events, programs, research, and resources, and funnels communications to team members as appropriate.
- Purchases and maintains supplies for regular office work, as well as for events, meetings, and special projects (i.e. office supplies, promotional items, leader hospitality, event guides, et al.)
- Maintains system of organization of digital and paper files and archival materials for the IYM, and regularly integrates audience and participation data into IYM and Seminary database.
- Manages IYM calendar and individual team members' calendars, arranging online, hybrid, or in-person meetings, and adhering to scheduling practices that support each team member's workflow.
- Proactively increases office efficiency and solves administrative problems.

Event Coordination

30% of time for section

- Manages contracts and supporting documentation for internal and external event leaders and vendors and coordinates with Business Manager to facilitate payments and reimbursements.
- Coordinates travel arrangements for event leaders, and as directed, for staff and participants, including managing flight arrangements, train travel, rides, and shuttles. Works with travel agent, as appropriate.

- Coordinates off- and on-campus lodging for event leaders, and as directed, for staff and participants, ensuring appropriate accommodations and hospitality by attending to accessibility and health needs. Works with PTS Events & Hospitality, as appropriate.
- Arranges and manages food services, including snacks and meals, utilizing PTS Dining Services, external caterers, and local grocers. Ensures appropriate accommodations and hospitality by attending to dietary needs.
- Coordinates venue and room schedules, set-ups, signage, media, clean-ups, and transitions to ensure excellent guest experience.

Financial Administration

20% of time for section

- Works with Business Manager to ensure compliance with Business Office policies and practices, providing regular updates and learnings to IYM team.
- Maintains financial records and organizes documentation to support both institutional financial reports and grant project reports. Coordinates with appropriate internal and external partners to ensure accuracy, timeliness, and proper formats.
- Organizes receipts and manages IYM team expenses, reimbursements, and credit card purchases.
- Communicates with vendors and leaders as directed to ensure receipt of payments.
- Keeps accurate and timely financial records to support IYM team's financial accountability to PTS and other funders.

Program Support

15% of time for section

- Collaborates with Assistant Director to manage communications, reference verifications, and mailings for participants in online training programs.
- Sets up and communicates deadlines, Zoom meetings, forms, enrollment instructions, registrations, and surveys to program and event participants.
- Utilizing Seminary's tools and platforms, builds and organizes program and funding applications, incorporating automations whenever possible.
- Partners with program leaders to develop and maintain processes for regular assessment of programs, offerings, initiatives, and events.

Project Support

10% of time for section

- Build and maintain work management boards on Monday.com to organize major office projects and events.
- Support development and maintenance of IYM onboarding guide, IYM event planning guide, and other projects as assigned.

Institutional Support

5% of time for section

- Forms and maintains positive relationships with faculty, administration, staff, students, and guests of Princeton Seminary.

- Collaborates with IYM and Continuing Education staff to share and to learn best practices and expertise with and from colleagues and students at Princeton Seminary.

OTHER FUNCTIONS:

- Other duties may be assigned by IYM team members, with approval from IYM Director.

QUALIFICATIONS & SKILLS

- Requires a bachelor's degree or equivalent experience and a minimum of two years' experience in a similar administrative position.
- Strong proficiency in Microsoft Office applications, especially Word, Outlook, and Excel. Experience with Microsoft 365 strongly preferred.
- Strong technological fluency, with ability to learn quickly and master platforms and programs, including Adobe, Mailchimp, Canva, Formstack, Survey Monkey, Monday.com, Zoom Workplace, Miro, and others as assigned.
- Superb organizational and communication skills, with proven customer service experience and demonstrated ability to maintain composure under stress.
- Ability to demonstrate good judgment in relationships with people, systems, and organizations, and in processing and maintaining confidential information. Emotional maturity, self-awareness, and the ability to accurately "read the room."
- Excellent attention to detail; ability to organize and manage competing priorities and ensure deliverables are completed accurately and on time.
- Internally motivated toward excellence, with the proven ability to take initiative, solve problems, and work with minimal supervision on projects that enhance office efficiency.
- Ability to work respectfully and collaboratively with colleagues and other diverse constituencies.
- Ability and desire to anticipate needs and meet them, expanding capacity for team members to focus on effectiveness.
- Enthusiasm for and alignment with the IYM's values of integrity, inclusion, innovation, interdependence, and impact.
- Flexibility with schedule and required hours around special programs and events, which include occasional nights and weekends.

PREFERRED QUALIFICATIONS:

- Ability to speak more than one language, especially Spanish or Korean.
- Experience with Christian denominations, churches, and leaders. Passion for or experience in youth ministry, a plus.
- Experience in higher education or other complex institutions.

PHYSICAL / ENVIRONMENTAL DEMANDS:

Ability to be mobile on campus with any needed accommodation, works in office environment, lifts up to 20 lbs., remain in a stationary position 70% of the time, wrist and hand movement related to computer work.

This description reflects essential functions of the position; it does not restrict tasks that may be assigned or changed at any time.

To apply for this position, please submit a cover letter and resume to iym@ptsem.edu with the subject line: *IYM Admin Position – Last Name, First Name*. Your cover letter must explain your interest in the position and connect your relevant experience and skills for the role. Applicants who do not submit a cover letter or follow these instructions will not be considered.

Prepared by: **Megan DeWald, Abigail Rusert, Tom Chester**

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