



Position Description

Farminary Program Coordinator

JOB PURPOSE:

The Farminary Program Coordinator supports the mission of the Farminary and PTS more broadly by coordinating Farminary programming and providing essential administrative support to the Farminary. Broad areas of responsibility include program coordination, scheduling, finance, and communication. The Farminary Program Coordinator reports to the Director of the Farminary.

Part-time, 19 hours/week

ESSENTIAL FUNCTIONS:	% of time
FUNCTION: Coordinate outward facing Farminary programming.	30% of time for section
<ul style="list-style-type: none"> Coordinate (in collaboration with the Director of the Farminary) repeatable curriculum, programming, and formational learning experiences of the Farminary for constituents who are not currently able to participate in full-time, residential theological education at the seminary. 	
<ul style="list-style-type: none"> With support from colleagues, coordinate outward facing programming (e.g. poetry readings, book launches, Farminary Fall Fest) 	
<ul style="list-style-type: none"> Tend relationships with Farminary mission partners <ul style="list-style-type: none"> Serve as liaison between Farminary and mission partners (currently Fifth Ave. Presbyterian Church, NYC; and Nassau Presbyterian Church, Princeton; Cristo Rey Philadelphia High School, Philadelphia) Facilitate appropriate educational opportunities for mission partner organizations. Opportunities should embody the Farminary mission and ethos. 	
FUNCTION: Scheduling	40% of time
<ul style="list-style-type: none"> Oversee the calendar of the Director of the Farminary, including scheduling (and rescheduling) of appointments, handling communications related to calendaring, ensuring meeting locations, etc. 	
<ul style="list-style-type: none"> Oversee Farminary calendar, keeping track of schedules and scheduling for classes, events, workshops, etc. 	
<ul style="list-style-type: none"> Coordinate all requests for use of Farminary space. As appropriate, collaborate with Events and Hospitality and Public Safety. When requested, book a student to tend event campfires. 	

FUNCTION: Finances/Business	15% of time
<ul style="list-style-type: none"> Coordinate all Farminary sales including invoicing customers, collecting payments, and coordinating deposits with the Business Office. 	
<ul style="list-style-type: none"> Place catering orders. 	
<ul style="list-style-type: none"> Process the Director's PCard, collect receipts, charge to specific G-line accounts. 	
<ul style="list-style-type: none"> Make reimbursement requests for the Director, students, and Farminary staff for any Farminary purchases charged to personal credit cards. 	
<ul style="list-style-type: none"> Process Honoraria to PTSEM community and outside scholars for any services rendered. 	
<ul style="list-style-type: none"> Maintain the Farminary budget lines and keep track of charges made and remaining balances. 	
<ul style="list-style-type: none"> Partner with the dining team and provide G-line account numbers for any meal tickets given for Farminary events. Sign off on any necessary invoices. 	
FUNCTION: Communication	15 % of time
<ul style="list-style-type: none"> Answer emails, coordinate meetings and zoom calls with outside community members, church leaders, and organizations interested in learning about the Farminary and its mission. 	
<ul style="list-style-type: none"> Be the main point of contact for all CSA shareholders and chicken buyers and maintaining buyer contact information. Create and upload advertisements for CSA sales and chicken sales to Inside PTSEM 	
<ul style="list-style-type: none"> Relay information to the Farminary Social Media Team about upcoming sale opportunities. 	
<ul style="list-style-type: none"> Check the Farminary email mailbox and respond accordingly. 	
<ul style="list-style-type: none"> Be the main point of contact for students taking the director's courses; collect information regarding student allergies and special requests. 	
<ul style="list-style-type: none"> Package and mail items for delivery. 	
<ul style="list-style-type: none"> Be the alternate supervisor to approve student work hours in time and attendance. 	
Total	100% time
OTHER FUNCTIONS: Serves as liaison between the community (PTS & beyond) and the Director of the Farminary; other duties as assigned.	

QUALIFICATIONS

CREDENTIALS REQUIRED:

- Bachelor's Degree

PREFERRED QUALIFICATIONS AND SKILLS:

- Kindness
- Highly organized
- Capable of working with a minimum of supervision
- Clear communication
- Proficient in Microsoft Outlook, Word, Excel, and Zoom
- Flexible
- Problem-solver

PHYSICAL / ENVIRONMENTAL DEMANDS:

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

Prepared by: Nathan Stucky

Date: March 11, 2026