



Position Description

Executive Communications & Administrative Coordinator

JOB PURPOSE:

Princeton Theological Seminary seeks a part-time Executive Communications & Administrative Coordinator to support the Senior Director of Marketing & Communications in advancing the strategic priorities of the Marketing & Communications (MarCom) department through executive support, communications coordination, relationship management, and administrative leadership.

Reporting to the Senior Director of Marketing & Communications, this position plays a key role in helping department leadership communicate effectively with internal and external stakeholders, maintain strong relationships across the Seminary, and ensure timely follow-through on priorities, commitments, and initiatives. The assistant serves as a trusted partner in preparing communications, coordinating meetings and engagements, managing executive workflow, and supporting the Senior Director's ability to lead proactively and strategically.

This position complements the work of the department's project management function by focusing on executive effectiveness, communications support, relationship stewardship, and administrative coordination rather than project execution and production management.

<p>ESSENTIAL FUNCTIONS: Executive Communications & Relationship Management</p> <ul style="list-style-type: none"> • Draft, edit, and coordinate correspondence on behalf of the Senior Director, including communications with faculty, staff, administrators, trustees, alumni, donors, vendors, and external partners. • Assist in preparing presentations, briefing materials, talking points, agendas, reports, and meeting materials. • Draft follow-up communications and action summaries resulting from meetings, committees, and strategic discussions. • Help maintain communication and follow-through with key campus partners and stakeholders. • Coordinate preparation materials for executive meetings and leadership discussions. • Assist in preparing updates and reports for senior leadership, committees, and other institutional audiences. 	<p>40 %</p>
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<p>Executive Support & Administrative Coordination</p> <ul style="list-style-type: none"> • Manage the Senior Director's calendar, scheduling, and meeting coordination. • Track action items, commitments, approvals, and deadlines requiring executive attention. • Organize files, records, and documentation supporting departmental leadership. • Coordinate recurring meetings and ensure timely preparation and follow-up. • Help prioritize competing requests and maintain visibility into leadership commitments and obligations. • Assist with research and information gathering related to departmental priorities • Monitor shared inboxes and route emails appropriately 	30%
<p>Administrative Operations and Vendor Coordination</p> <ul style="list-style-type: none"> • Serve as the primary administrative point of contact for approved Marketing & Communications vendors and external service providers. • Support the procurement and ordering process for promotional items, branded merchandise, and marketing materials. • Coordinate communication with promotional merchandise vendors, print vendors, photographers, freelancers, and other external partners as assigned. • Assist with obtaining quotes, gathering project information, and coordinating timelines with vendors. • Compile receipts, invoices, and supporting documentation for monthly p-card reconciliation and departmental expense reporting. • Coordinate routine follow-up with external partners to ensure timely delivery of products and services. 	30%
Total	100% time

QUALIFICATIONS

- Associate's or Bachelor's degree preferred.
- Three to five years of experience in executive support, communications coordination, administrative leadership, or related fields.
- Demonstrated experience supporting senior leaders and managing confidential information.
- Strong writing, editing, and communications skills.
- Experience coordinating meetings, communications, and administrative processes across multiple stakeholders.
- Experience in higher education, nonprofit organizations, faith-based institutions, or mission-driven organizations preferred.

Skills and Competencies

- Exceptional written and verbal communication skills.
- Strong interpersonal and relationship-management abilities.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities and deadlines simultaneously.
- Professional judgment and discretion when handling confidential information.
- Strong proofreading, editing, and document preparation skills.
- Ability to anticipate needs, identify gaps, and proactively support leadership priorities.
- Proficiency with Microsoft Office Suite and collaboration tools.
- Ability to work effectively with a wide range of internal and external stakeholders.
- Service-oriented mindset with strong follow-through and accountability.

Working Conditions

This is remote position with a maximum of 19 hours of work per week.

Salary range: \$28-\$32/hour

Prepared by: Cherrelle Nicholson

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