

PASTORAL INSTITUTE

Job Title:	Community Services Program Coordinator	Reports to:	CFO
Department:	Administration	Location:	
FLSA:	Non-Exempt Hourly	Supervises:	N/A
Position Type:	Full-time	Revision Date:	1/8/19
Recruitment Information			
Job Duties		Minimum Requirements	
Provides comprehensive administrative support to the CEO, CFO, and Chief Community Education Officer. Supervises/coordinates company events and serves as Chapter Management Professional for SHRM-Columbus Area Chapter (contracted position)		Educational Requirement: Individual with formal technical/business training and/or college.	
Role and Responsibilities			
(This job description is not to be all-inclusive. Employee may perform other related duties as necessary to meet the ongoing needs of the organization.)			
Required of all PI staff:			
<ul style="list-style-type: none"> ● Commit to Growth: We prioritize and support life-long learning. We choose self-awareness, acknowledge when actions are inconsistent with the values and learn from mistakes. ● Care for All: We celebrate and value the uniqueness of all persons. Everybody matters. We encourage work-life integration and balance. ● Show Compassion: We are friendly, hospitable, and empathic. We confront with love. We demonstrate forgiveness and reconciliation when hurt or wronged. ● Communicate Openly and Honestly: We are authentic, transparent, and speak from the heart. We listen to understand and convey respect even when we disagree. We declare that Truth and Love go together. ● Create Through Curiosity and Wonder: We collaborate and seek win-wins. ● Share Our Common Vision: We seek what is best for the common good like an orchestra in which each person plays a unique part. ● Build Community through Relationships: We champion personal autonomy, inclusion, and connection. We are intentional in caring for others in word and deed. 			
Position Specific :			
<ol style="list-style-type: none"> 1. Provides administrative support to the Executive Director/CEO, CFO and Chief Community Education Officer , in relating to the staff, board, community, and credentialing institutions. 2. Performs primary coordination with the Board of Directors, and other committees as needed and prepares all correspondence pertaining to those activities. 3. Coordinates and carries out set-up, coordination, food service, billing, accounting, etc. for company events. 4. Provides logistical support for workshops and events. Processes registrations, requests facilitator’s reimbursement, requests invoices, and keeps accurate records in Access. Serves as point-of-contact for administrative inquiries. 			

5. Prepares materials for workshops: prepares handouts, and assists with PowerPoint presentations.
6. Responds to requests by clients for Affiliate Providers and Trauma Responses in a timely manner. Processes requests by providers to be added to Affiliate Provider list.
7. Maintains revenue sheets and assists with the development of statistics as requested.
8. Manages and coordinates administrative contracts.
9. Manages EAP Company database.
10. Prepares and sends EAP information through Pastoral Institute website
11. Maintains website workshops and develops mailings.
12. Processes orders for CDs and books.
13. Maintains confidentiality in compliance with HIPAA regulations.
14. EAP Affiliate Billing
15. Health Fair Coordination
16. Manages SHRM-Columbus Area Chapter administrative service contract. (Est. 25-30% of job)
 - a. Manages and attends organization's luncheon meetings, workshops, Board meetings and other events.
 - b. Creates monthly PowerPoint presentation for meetings
 - c. Insures all presenters' PP presentations are loaded and operational, including sound, when needed
 - d. Maintains all records for organization (membership, financial, minutes, etc.).
 - e. Prepares reports for Chapter & National, as required, and keeps records of activities.
 - f. Manages and maintains membership records, and invoices and collects dues and other payments for training programs, meetings and events. Makes bank deposits, balances bank statements and documents income and expenses for Treasurer.
 - g. Communicates Chapter business to all Members via email, Survey Monkey, etc., including balloting for officer elections.
 - h. Manages the Chapter's website.
 - i. Obtains professional development/recertification credits for workshops; maintains records of credited workshops; issues recertification documentation to attendees
 - j. Maintains and transports Chapter equipment: laptop, projector, speaker, etc., and insures it is operational for meetings and events
17. All other duties as assigned.

Physical Demands and Working Conditions

Essential functions: Entails ability to see, hear, and speak clearly. No extensive lifting, stooping, bending, carrying or climbing.

Experience

5+ years or more senior management and/or administrative experience. Excellent written and oral communication skills, with the ability to plan, organize, and direct office functions. Strong time-management abilities and ability to work without close supervision is helpful. Thorough working experience of personal computers and proficient in but not limited to Microsoft Word, Excel, Access, Publisher and PowerPoint. Must be dependable and maintain an excellent attendance record.

Employee Signature:	
Employee Print:	
Date:	