



Applied Leadership Curriculum Program Assistant

Department: Church Leadership Center

Supervisor: Dean of Lifelong Learning

FTE: 0.25

Anticipated start date: 2022

Application review begins immediately and will continue until the position is filled.

Summary

The Applied Leadership Curriculum Program Assistant will support the Applied Leadership Curriculum Director in the development and implementation of the [Applied Leadership Curriculum](#), a new program consisting of learning modules designed to teach practical leadership skills to current and future church leaders. The Program Assistant will provide administrative support for regular gatherings of the Applied Leadership Curriculum Advisory Committee, implementation of the curriculum through learning modules, and ongoing administrative aspects of the program. This position may be combined with the [Doctor of Ministry Program Assistant](#) role.

Responsibilities and duties

- Create and manage registration, correspondence, and evaluation processes for the learning modules of the Applied Leadership Curriculum
- Make travel, lodging, meal, and audio-visual arrangements and handle other logistical details for meetings, programs, and events
- Compile reports using program data
- Keep financial records for Applied Leadership Curriculum
- Respond to inquiries for Applied Leadership Curriculum
- Is available during events to assist with needs of participants and presenters
- Represent the Applied Leadership Curriculum on the online calendar committee
- Schedule and take minutes for Applied Leadership Curriculum Advisory Committee meetings
- Handle information of a confidential nature
- Other administrative tasks as needed

Qualifications and skills

- Commitment to the Church Leadership Center's mission of enriching and developing current and future church leaders; interest in joining an Anabaptist learning community committed to peace, justice and serving with others
- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required
- Strong and healthy communication skills – interpersonal, written, and spoken
- Strong computer skills and eagerness to learn new programs
- Knowledge of Microsoft Office and Google Suites required; Salesforce a plus

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- Ability to organize efficiently and work accurately with detail
- Ability to initiate appropriate work
- Availability to work on campus
- Knowledge of MC USA and MC Canada structures, conferences, personnel, etc. a plus
- AMBS requires COVID-19 proof of vaccination or a medical/religious exemption for all employees

Relationships

The Applied Leadership Curriculum Program Assistant will have direct supervision by and accountability to the Dean of Lifelong Learning and will work cooperatively with the Director of the Applied Leadership Curriculum and other Church Leadership Center staff and volunteers.

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

To apply

Please submit select items that apply: resume - cover letter - references to:

Steve Norton- Assistant Director of HR/Payroll

HR@ambs.edu or 3003 Benham Avenue, Elkhart IN 46517

Women and other underrepresented groups are encouraged to apply.

*****HR or Student Services Internal Note*****

Date description was written/updated: 7/14/22