

Administrative Coordinator, Center for Compelling Preaching

Reporting to the Executive Director, the administrative coordinator is responsible for the administrative function of the Center for Compelling Preaching at Point University. This includes planning and executing the logistical aspects of the Center's programs and events. The administrative coordinator will work with the director to carry out the mission of the Center.

Responsibilities and Primary Activities

- Completes a broad variety of administrative tasks for the Center for Compelling Preaching, including expense reports, invoicing, addressing vendor needs, managing relevant budgetary expenses
- Drafts, edits, schedules, and sends confidential communication
- Coordinates schedules and travel logistics for Center staff and participants
- Manages meeting preparation including creating documents, spreadsheets, presentations, etc.
- Arranges and/or schedules all meetings, events, and conferences including coordinating agendas, preparing any meeting materials and/or presentations, scheduling the conference space required/zoom, coordinating all IT resources and catering for
- Facilitates the seamless flow of information and communication between the Center and internal departments

Qualifications

- Superior organizational skills with ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Experience with event planning that involves participant travel
- Very strong interpersonal skills and the ability to build relationships with cross-cultural stakeholders, including staff and external partners
- Expert level written and verbal communication skills
- Demonstrated ability to effectively influence across all levels of the organization
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Fluency in digital file sharing systems and online collaboration tools
- Passionate about student success and driven to influence, motivate and empower others

Education and Experience Requirements

- Bachelor's degree
- Experience in project management preferred
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and Power Point)