



STAFF POSITION DESCRIPTION

Title: **Program Assistant**
 Reports to: **Director of the Whitaker Institute**
 Classification: **Non Exempt**
 Status: **Part Time, 16 hours (4 days per week)**

A. Description

Context: The Whitaker Institute is the educational arm of the Episcopal Diocese of Michigan. Our overall purpose is to form disciples to carry on the ministry of Jesus Christ. We do this by educating, equipping and empowering members of our faith community with lifelong formation, so that they can grow in their knowledge, mature in their faith and become better equipped for the unique ministries to which they are called.

The Program Assistant for Whitaker Institute, as a diocesan staff member, works to achieve the goals and objectives of both the Whitaker Institute and the Episcopal Diocese of Michigan. This position has particular responsibility for the coordination, communication and ongoing logistical and administrative aspects of the programs and events of the Whitaker Institute while collaborating with Diocesan staff.

Primary constituencies include the Director of the Whitaker Institute, the contracted teachers, supporters and students, the diocesan staff, the clergy and lay persons of diocesan congregations, and other groups and individuals of the Episcopal Diocese of Michigan.

B. Duties and Responsibilities

The Program Assistant supports achievement of the mission, visions and goals of the Whitaker Institute and the Episcopal Diocese of Michigan.

In particular:

1. Collaborate with Director of Whitaker Institute for implementation of goals of Whitaker Institute, through creativity and initiative to solve problems and deepen faith.
2. Provide detailed coordination and administration of program and event registration, detailed logistics, website and communications, and consistently high quality oral and written communications.
3. Use the customary computer systems used in the Diocesan office.
4. Develop repeatable processes that document consistent ways of administering programs
5. Support communications through the use of a social media calendar systems and initiate messages/promotions.
6. Organize Whitaker archives & library, including historical documents and records, the library, and organizing and keeping things labelled referenced for access
7. Demonstrate passion for learning through continuing education with new tools.

C. Experience

Ability to thrive as an integral part of a high achievement, highly self-directed, collaborative team environment that works to empower the development of individual, group and corporate ministries.

Required skills:

1. Flexibility in work schedule to accommodate some after-hour and weekend events
2. Demonstrated oral and written communication skills
3. Experience with a variety of computer programs, including MS Office suite. Willingness and capacity to learn new software
4. Proven organizational and administrative abilities, including ability to track and coordinate multiple projects at once
5. Must have ability to travel to events throughout the diocese

Preferred skills:

1. Familiarity with the polity and ethos of the Episcopal Church
2. Experience in coordinating volunteers

To apply, please send cover letter and resume to The Rev. Vicki Hesse at vhesse@edomi.org