Position: Administrative Assistant for the Center for Contemplative Leadership (CCL)

Status: Part-Time, Non-Exempt

Purpose: Provide a broad range of general administrative support to the Director of the Center for Contemplative Leadership

Supervision: Bo Karen Lee, Founder and Director of the Center for Contemplative Leadership, and Associate Professor of Spiritual Theology and Christian Formation

Duration: 6-month or 1-year appointment, potentially renewable based on performance

Responsibilities:

1. Maintain the CCL’s schedules of meetings and events.
2. Assist with the planning and coordination of Center programs and activities; liaise with Events and Hospitality and Media Services in this coordination. Includes details such as meals, lodging, transportation, etc.
3. Assist with oversight of the CCL’s program budgets; process the CCL Director’s reimbursements, payment for speakers, and other financial transactions as needed.
4. Prepare specialty printed materials (nametags, table tents, etc.).
5. Assist with program reports, presentations, and proposals.
6. Assist with coordinating program communications and marketing. This includes communicating thoughtfully with our donors and sending out thank you letters at regular intervals, etc.
7. Facilitate positive relations between the CCL and other departments (and faculty colleagues) within the organization, and all other involved parties.
8. Attend CCL events to assist with set up and other details.
9. Help manage CCL website development, updates, and work with the PTS Communications office to expedite smooth and beautiful functioning of our online presence.
10. Perform other duties as assigned.

Qualifications:

1. 2+ years of experience in administrative support role preferred.
2. An Associate or Bachelor’s Degree preferred.
3. Ability to work 19 hours per week with the flexibility to alter weekly schedule to accommodate some in-person/virtual events scheduled in the evenings.
4. Ability to demonstrate professional demeanor, maturity, and poise in responding to faculty, staff, students, and the public.

5. Use exceptional organizational and time management skills to complete work with accuracy and a keen attention to detail.

6. Competence with various technology – Word, PowerPoint, Excel, databases as needed.

7. Flexibility.

8. Openness to learning about contemplative grounding for all our work in the world; an openness to quiet, simplicity, trust in a greater love, and prayer or meditation.

To apply: Interested candidates should submit a cover letter (statement of purpose or sense of calling), resume/curriculum vitae, and two letters of recommendation from previous employers or ministry supervisors/colleagues to the Human Resources Office at Princeton Theological Seminary at hr.office@ptsem.edu.

Princeton Theological Seminary reserves the right to amend this position description at any time.

February 2023