Princeton Theological Seminary  
Institute for Youth Ministry  

Position Description

Title: Administrative Assistant

Purpose: The Administrative Assistant provides office assistance to all administrators and staff in the Institute for Youth Ministry.

Supervision: The Administrative Assistant reports to the Director of the IYM.

Duties and Responsibilities

Manages schedules, maintains calendars, and arranges digital or in-person meetings for all staff, with both internal and external collaborative partners.

Communicates with internal and external leaders:
- Serves as initial point of contact for payment processing with external vendors.
- Serves as initial point of contact for IYM meetings and events (working as a liaison for event management between program leaders, appropriate Seminary offices, and external vendors).
- Serves as initial point of contact for groups associated with IYM events (students, faculty, leaders, and participants).

Manages expenses, receipts, timesheets, and monthly financial reports for all IYM administrators and staff, in coordination with the Business and Finance Manager of the Office of Continuing Education.

Purchases and maintains materials for regular office workflow, as well as for events and special meetings (i.e. office supplies, promotional items, meeting reports, event packets, leader hospitality, et al).

Organizes and maintains general office files, program event files, and participant registration files, as well as working to regularly integrate audience and participation data into Seminary database.

Partners with program leaders to develop and maintain processes for regular assessment of programs, offerings, initiatives, and events.

Database maintenance and management for leadership, audiences, and various constituencies served through programs, events, and research (integrating and tracking data with the Seminary’s database).

Manages travel, lodging, and transportation needs for remote staff and quarterly meetings.
Handles messages, phones calls, emails, and other digital communication, providing initial response and funneling to appropriate person.

Performs other duties as assigned.

**Skills & Qualifications:**

Requires a Bachelor’s degree or equivalent experience and a minimum of two years’ experience in a similar position.

Proficiency in Microsoft Office applications, especially Word and Excel. Experience with Microsoft 365 preferred. Must be willing and capable of learning new software applications as necessary to facilitate the program and operations of the department (ex. Canva, Formstack, Mailchimp, et al).

Strong written and verbal communication skills (written correspondence, telephone, email, and in-person).

Ability to demonstrate good judgment in relationships with people, systems, and organizations, and in processing confidential information.

Detail-oriented, excellent problem-solving skills, and ability to handle several tasks at once and prioritize them quickly.

A self-starter who takes initiative and is able to work with minimal supervision, while maintaining a collaborative spirit.

Flexibility with work hours, which occasionally include evenings and weekends around events.

Ability to speak more than one language is a plus.

Passion for youth ministry preferred, but not required.