Project Communication Coordinator

Purpose
The Office of Continuing Education at Princeton Theological Seminary runs events and programs, and creates resources for Christian faith leaders (congregational, organizational, youth ministry, young adult ministry, and public-facing leaders). The purpose of this role is to assist all program staff with public-facing communication (publications, e-communication, social media), ongoing development, and delivery of programmatic and resource-related content to various constituencies.

Supervision
Reports to the Associate Dean for Continuing Education

Responsibilities
- Create and manage written and visual content for newsletter, social media, and report-related communications about various programs and initiatives related to audiences served by Princeton Seminary.
- Create and maintain project workflows (development, platform integration, posting, and sharing) for all areas of Continuing Education, ensuring these schedules are in sync and followed.
- Set up and monitor ongoing digital communications for in-person, hybrid, and digital programs.
- Support the collection and reporting of engagement analytics for programs, digital content, social media, and email.
- Support the design process and workflow for resource development (e.g. podcasts, research reports, learning tools, curriculum).
- Liaise with departments and offices across the institution to ensure best practice in integration of platforms, resources, and communication with internal and external audiences.
- Collect and maintain clear and accurate records on participants and programs, ensuring inclusion in the seminary’s main database.
- Generate and present reports to the team and key stakeholders as requested.

Skills Required
- Outstanding organizational, administrative, and communication (written/oral) skills.
- Excellent attention to detail
- Integrity/ethics beyond reproach
- Demonstrated resourcefulness and good judgment
- Constantly looking to apply best practices
- Thorough knowledge of Microsoft Office Suite, Mailchimp, Adobe Photoshop, InDesign, Formstack, SurveyMonkey or similar.
- Able to establish and maintain effective working relationships across offices and departments.
- Excellent team skills, extremely collegial and flexible. Willing to take on anything from small internal administrative tasks to complex project support.
• Able to work independently, using good judgment, troubleshoot, solve problems, and meet deadlines.
• Enjoys and is able to learn new platforms and skills as needed.
• 2 – 3 years experience in project management, design, or communications
• Understanding of theological education strongly preferred