



Executive Assistant/Coordinator of The ReGeneration Project- Santa Cruz

Hours: 20 hours/week (.5 FTE); up to 40 hours/ week during event seasons

Accountability: The Executive Assistant/The ReGeneration Coordinator reports to the Vice President of Church Mission and Strategy (VPCMS)/Director of The ReGeneration Project

Position Summary: The Executive Assistant/Coordinator of The ReGeneration Project supports the VPCMS in the execution of the administrative and organizational aspects for furthering the mission of Western Seminary. The Executive Assistant/Coordinator of The ReGeneration Project supports the VPCMS, managing all administrative details. This position will occasionally require travel from Vintage Faith Church in Santa Cruz to Western Seminary's locations in Milpitas, and Sacramento, CA, and Portland, OR.

Essential Functions:

- General Administration
 - Plan and orchestrate work to ensure the VPCMS' priorities are met, organization goals are achieved, and best practices are upheld. This includes but is not limited to administrative support for the VPCMS' Executive Leadership Team (ELT) responsibilities, cohorts, and The ReGeneration Project
 - Perform administrative and office support with a high degree of attention to drafting and editing correspondence/messaging of internal and external communications
 - Manage professional scheduling for VPCMS, including agendas, mail, email, calls, travel arrangements, client management, and other company logistics
 - Take and distribute minutes for meetings which include clear task lists
 - In coordination with Western Seminary's staff, provide administrative support and communication for Bay Area cohorts, classes, and events (e.g., reminders of class dates to students, making copies of class handouts, scheduling the classroom usage, securing venues, etc.)
 - Track the VPCMS's and Bay Area budgets, processing reimbursement requests, Visa reconciliations, etc.
 - Occasionally, attend Western Seminary events which may require travel to another Western Seminary location.



- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with colleagues and those outside Western Seminary
- Event Coordination
 - Serve as the primary event coordinator for all The ReGeneration Project events. This part of the role will require heavy project management including but not limited to coordinating with host churches and volunteers, securing sponsors, coordinating food service, and event budget oversight
 - Coordinating with Western Seminary's Marketing Team (located in Portland, OR) for the design of printed and/or digital materials and graphics, and/or securing a local contractor to complete the work should that be necessary
 - Assist with other Western Seminary Bay Area and NorCal events, as needed
- Website, Communication and Social Media Oversight
 - Oversee and maintain content of The ReGeneration Project website. The website will be built and designed specifically for The ReGeneration Project and will be designed to make adding content and making changes easy and efficient
 - Proof-read and edit articles that are submitted for the website
 - Oversee social media for The ReGeneration Project and any Bay Area Western Seminary social media in coordination with the Western Seminary Marketing Team
 - Assist in the coordination of The ReGeneration Project podcast(s) and any videos. As needed, and in collaboration with Western's Marketing team, hire and coordinate any help in tech or media necessary for creating podcasts and videos

Skills and Qualifications:

- 4 years' experience in administrative role reporting directly to upper management preferred
- Bachelor's Degree preferred
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office Suite and other office productivity tools, with aptitude to learn new software and systems
- Must have excellent communication skills, both verbal and written
- The ability to edit written articles and emails using correct grammar and punctuation
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Personal transportation, and the availability for some travel within California and Oregon



- Ability to exercise discretion and confidentiality
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues
- Align with Western Seminary's Values, Mission, and Vision