



**Hours:** 20 hours/week (.5 FTE) Remote work available

**Accountability:** Reports to the Coaching Program Director and Coaching Center Director

**Outcomes:** This position is responsible for outcomes in the following areas:

- *Assisting the Coaching Program Director*
  - Assist in growing the Coaching Program and Coaching Center
  - Assist in collaboration with other Western Seminary departments as needed
  - Maintain collaborative relationships with Coaching Program Team
- *Assisting the Coaching Center Director*
  - Increase awareness of the Coaching Center.
  - Assist Coaches and Coaching Clients through the contracting and coaching process.
  - Assist Coaches and Clients in having a great coaching experience.
  - Must be able to deal maturely with sensitive/confidential information

**Essential Functions:**

- Get to know the coaches including preferred coaching areas and style
- Coordinate communication with current and prospective coaching clients.
- Ensure the contracts with both coaches and clients are in place.
- Ensure coach's bios are up to date and online.
- Assist with marketing materials and promoting preview events for coaching center
- Maintain and create Coaching Center materials and website.
- Insuring all coaching session are logged by the coach in Western Seminary Coaching Center (WCC) software
- Gather data on coaching classes system wide
- Gather client feedback after coaching package is complete and present to Coaching Center Director
- Assist program director in generating reports using Enrollsy software
- Proficiently use Coaching Center software
- Other assignments as needed

**Qualifications:**

- Bachelor's degree and one year of administrative assistant-type experience preferred
- Ability to handle data and records with high degree of confidentiality, accuracy, efficiency, and productivity
- Ability to prioritize and manage multiple tasks while remaining detail oriented; organizational skills essential
- Ability to communicate accurately and effectively with staff, coaches and clients (orally and in writing)
- Experience with developing and implementing social media strategies is a plus
- High level of proficiency with PC-compatible computers (advanced competency in Windows XP); proficiency with Microsoft Word and Excel essential; must be willing and able to learn new software
- Working knowledge of office machines (e.g. copier, fax, laser printer, etc.)
- Willingness to become familiar with Coaching
- Must be a flexible team player (both with work and schedule when needed)
- Ability to interact, network, and partner with many persons and provide friendly customer service
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues