



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 Global Coaching Center Director*
 - Assist in growing the Global Coaching Center
 - Assist in collaboration with other Western Seminary departments as needed
 - Maintain collaborative relationships with Coaching Program Team
 - 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:

- Coordinate communication with current and prospective coaches
- 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.
- Ensure all coaching session are logged by the coach in Global Coaching Center 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