



Position Description for Program Coordinator

Title: Program Coordinator

FLSA Classification: PT/Non-Exempt

Salary Grade/Level: A14

Reports to: Senior Director, Center for Ministry and Lay Training

Date Created/Revised: March 2025

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trifinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

The **Program Coordinator** for the **Center for Ministry and Lay Training (CMLT)** provides guidance and support in preparing students for ministry and lay leadership. This role focuses on program development, student engagement, enrollment and retention support, and ensuring a smooth student matriculation process for certificate and continuing education programs. The ideal candidate is passionate about theological education and committed to fostering a supportive learning environment and community connection. They play a key role in equipping students for faithful and effective ministry in diverse contexts.

Essential Functions:

- Provide planning and operational support to the Senior Director for ministry and leadership initiatives.
- Support enrollment and retention efforts, ensuring students successfully navigate certificate and continuing education programs.

- Develop initiatives to nurture spiritual growth and formation among students.
- Collaborate with CMLT faculty and staff to enhance course delivery and improve the implementation of course materials.
- Develop and implement student engagement strategies to enhance community connection and learning experiences.
- Track, analyze, and report data to assess the effectiveness of recruitment strategies and communication efforts for CMLT programs.
- Develop reports and recommendations based on student needs and community feedback.
- Coordinate and support additional programs as assigned.
- Serve as a welcoming and supportive resource for prospective students, congregations, CMLT faculty, and staff both in-office and online.
- Organize and oversee logistics for program events, courses, and workshops.

(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

Competencies:

- Detail-oriented with strong follow-through and problem-solving skills.
- Passion for theological education and commitment to student and congregational support.
- Excellent communication and interpersonal skills to engage with diverse student and faculty populations.
- Ability to work collaboratively in a team-oriented environment.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Experience with student database systems such as Jenzabar/SONIS and Canvas preferred but not required.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Work Environment:

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor.

Physical Demands:

This is primarily an office-based position requiring minimal physical effort. The candidate must be able to perform all physical requirements of the job with or without reasonable accommodation.

Position Type/Expected Hours:

This position is a **part-time role (20 hours per week)**. The scope of work will be adjusted to fit within the 20-hour workweek. Occasional evening and weekend hours are required for special events.

Travel:

Occasional travel may be required to support major events and on-site production.

Education/Experience:

- Bachelor's degree required; a Master's degree in a relevant field is preferred.
- Minimum of three years of experience in program coordination, administration, or a related field.
- Experience in higher education, theological education, or ministry contexts preferred.
- Demonstrated experience in organizing and managing day-to-day operations with sound judgment, initiative, and discretion.

EEO Statement:

Phillips is an Equal Opportunity, ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws. The Seminary does not discriminate against employees or applicants based on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature: _____ **Date:** _____