Title of Position: Administrative Coordinator

Department: Center for Anglican Communion Studies (CACS)  
Job Status: Full-Time

Reports To: Associate Director of CACS  
FLSA Status: Non-Exempt

Work Schedule: M-F 40 hours (minimal remote work)  
Positions Supervised:

POSITION SUMMARY
The primary role of the Administrative Coordinator is to support both the Director and Associate Director of the Center for Anglican Communion Studies in their work to implement the vision and mission of the Center for Anglican Communion Studies.

ESSENTIAL FUNCTIONS
- Manage the daily running and efficiency of the Center’s office and calendar;
- When requested, represent either Director at meetings;
- Coordinate the schedule and supervise select assignments for the Center’s student assistants;
- Manage office finances: order and organize supplies, manage Directors’ credit card and work-related expenses, pay invoices, track spending and progress against budget; keep Directors up to date on spending to inform future budget planning;
- Draft agendas, itineraries, minutes, reports, emails, letters and other documents for the Center;
- Organize and draft office communications and publicity, including pieces for the weekly e-communiciqué, the Alumni e-news and the Anglican Commentary (both monthly), the VTS Magazine (2-3 times per year), and periodic press releases, the Dean’s Commentary posts and Companions monthly emails.
- Respond to and correspond with the Center’s partners and networks promoting the vision of VTS and facilitating mutual resourcing;
- Implement, in co-operation with other departments, event planning (itineraries, hospitality, programming, and registration) for the Center. This includes planning events related to the Center’s Fellows, Advisory Group, staff retreats, inter-cultural and inter-religious fora, visiting speakers, international guests, international gatherings, residential conferences, workshops, and consultations;
- Publicize and promote cross-cultural education programs (CCEPs), including informing students about options for CCEPs, types of funding available, deadlines, paperwork and course prerequisites, and opportunities to share their experiences with the VTS community.
- Assist in planning for the Center’s event at General Convention every three years;
- Coordinate and publicize Communion-related prizes and opportunities administered by the Center, such as the Anglican Communion Prize and the privilege of attending the annual Compass Rose Society meeting.
- As part of the CACS team, provide informal support and fellowship opportunities for international guests, visitors and community members;
- Keep the Center’s online presence up to date including its website, Anglican Commentary, Facebook page, Eventbrite page, Hub pages and other social media designed to document and promote the ongoing work of the Center;
- Act as personal assistant to the Director of CACS; maintain Director’s calendar, prepare documents for meetings, etc.
- Record short video interviews with CACS guests, arrange video appointments, set up guest conversations, both live and online (i.e., Facebook Live, YouTube, etc.)
• Host Center fora or meetings as requested
• Perform other duties as assigned.

POSITION QUALIFICATIONS
Competencies:
• Strong desire to associate with Virginia Theological Seminary and champion its mission.
• Sensitivity to cross-cultural, ecumenical and inter-faith relations.
• Ability to handle multiple and complex activities simultaneously while attending to details.
• Excellent interpersonal skills, including tact and warmth.
• Excellent organizational skills and ability to work as a part of a team towards established objectives and priorities.
• Excellent oral and written communication skills, including minute taking; designing agendas; drafting letters and emails; editing and proofreading.

SKILLS & ABILITIES
Education:
• Bachelor’s degree strongly preferred. Other professional development, including facility in other languages, welcome.

Experience:
• Experience with social media and strong writing skills are necessary.
• Experience working in a cross-cultural, ecumenical or inter-faith context preferred.
• Familiarity with the Episcopal Church and other provinces or churches of the Anglican Communion preferred.

Technology Skills:
• Excellent skills in software and other media relevant to the successful running of an office with international reach.

PHYSICAL DEMANDS
Stand, walk, sit, type, reach outward, reach above shoulders up to 8 hours/day. Lift 10lbs or less up to 0-2.5+ hours/day.

WORK ENVIRONMENT
Work is performed primarily in an office and around campus. Minimal virtual work is possible.