



WESTMONT

Program Coordinator – Full-time (40hours/wk; 12 months)

Gaede Institute for the Liberal Arts

Position Summary: Provide planning and logistical support for all Gaede Institute programs.

Qualifications: Requirements include: personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; a bachelor's degree, preferably in a liberal arts related field or from a liberal arts institution; strong understanding of liberal arts education; 1-2 years of administrative experience; outstanding organizational skills; ability to coordinate logistical details of multiple complex projects simultaneously; outstanding communication skills, including interpersonal communication, public speaking, editing, and writing; ability to create and sustain relationships with other departments and with outside organizations; ability to work effectively with diverse constituencies; ability to work independently and to complete tasks in a timely manner with excellent attention to detail; strong software skills including ability to use Google Workspace, Microsoft Office, and Salesforce; willingness to learn new technologies as necessary (e.g., Marketing Cloud, desktop publishing, photo editing, and website development software); experience in a congregational ministry setting is preferred.

Responsibilities:

- Event Design, Project Management, and Implementation
 - With Gaede Institute directors, contribute to planning all dimensions of public programs and events, including:
 - Trailhead: Seeking God's Call, a residential summer program for high school youth who want to explore their future with God;
 - New Frontiers, a retreat program for early-career pastors seeking vocational vision and community;
 - Thriving Communities, a retreat program for congregations that explores new opportunities for ministry on the Central Coast;
 - The Young Adult Leadership Lab, a partnership with California congregations who want to creatively engage young adults in their community;
 - The Conversation on the Liberal Arts, a conference that annually gathers academics and others to explore the present and future of liberal arts education;

- Liberal Arts Ambassadors, a support, enrichment, and service program for first-generation Westmont students;
 - Public lectures and discussions sponsored by the Gaede Institute and academic departments.
 - With Gaede Institute directors, provide logistical project management related to services, schedules, travel, promotion, task delegation, and other event details;
 - Serve as primary point of contact for off-campus vendors and on-campus services;
 - Oversee registration processes for Gaede Institute programs;
 - Participate in facilitating off-campus retreats and events, contributing content as appropriate;
 - Represent the Gaede Institute at on-campus events, occasionally on weekends and evenings;
 - Generate and distribute publicity materials.
- Data Management, Salesforce, and Marketing Cloud
 - With Gaede Institute directors and IT, design and implement strategies for managing program and network data;
 - Serve as the Gaede Institute's primary Salesforce and Marketing Cloud specialist, overseeing data collection, entry, and organization, and managing Marketing Cloud strategy and deployment.
- Financial Tracking, Analysis, and Reporting
 - Prepare annual financial reports for grant-funded programs;
 - Conduct fiscal reconciliations between Gaede Institute and Vendorlink records;
 - Track revenue and spending for grant-funded and Gaede programs;
 - Oversee Vendorlink processes for the Gaede Institute team.
- Public and Programmatic Communication
 - Communicate courteously and effectively with internal and external audiences, including individual and mass email, postal mail, event promotional materials, and calendar scheduling;
 - Serve as primary office contact for registered program participants;
 - Respond to inquiries from the public regarding programs and events.
 - Create a welcoming office environment for visitors;
 - Contribute to the maintenance of Gaede Institute websites.
- Office Workflow and Administration

- Develop and implement workflow solutions for the Gaede Institute office, overseeing and coordinating efficient shared practices in Asana, Google Calendar, Gmail, and other office platforms;
 - Coordinate travel for Gaede staff and program participants;
 - Schedule off-campus service for Liberal Arts Ambassadors;
 - Supervise work-study students.
- Other Duties as Assigned

Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with colleagues, clients, and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping colleagues closely informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Reports to: Director of Academic and Congregational Integration, Gaede Institute for the Liberal Arts

*** Pay Range:** \$18.00/hr - \$24.06/hr

** The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*