



# **Program Administrator (PA)**

## **Search Process Underway**

### ***Applications Received Until Position Filled***

**February 2025**

**Job Title: Program Administrator**  
**Status: Part-time position- 12-15 hours/week**  
**Compensation: \$25-30 per hour, based on education and experience**

## **1. Organization Description**

The Ministers Council of the American Baptist Churches USA (ABCUSA) has been inspiring ministerial excellence to the glory of Jesus Christ since 1935. Through national programs and approximately 25 regional chapters, we encourage collegiality, centeredness, and competence among ABC ministers serving in church, counseling, chaplaincy, and other arenas of professional ministry. Our current constituency is approximately 2000 individuals.

## **2. Job Summary**

The vital part-time role of the PA is both an administrative support and professional position. The PA is responsible to manage office operations and to serve as a key liaison. The PA facilitates coordination, communication and collaboration among the Ministers Council Leadership Team, national and prospective members across the nation, and denominational partners within the American Baptist Churches, USA (ABCUSA). The ideal candidate will represent the organization at denominational meetings when necessary. The PA is supervised by key members of the Leadership Team who reside across the country and will retain contact virtually with the Team. While this is a remote position, there will be some in-person attendance required.

The PA is responsible for routine duties such as to coordinate member services, design and distribute communications, manage the database, facilitate financial activities, coordinate vendors, and other responsibilities relevant to the role. Proficiency required in cloud-based software, Google and Microsoft Office, QuickBooks, Zoom, Database and Constant Contact.

## **3. Qualifications**

We seek a detail-oriented, independent thinker who can envision the big picture, is a team player, takes initiative and is an effective planner for short-term, mid-term and long-term needs.

- a. Familiarity with the American Baptist Churches USA preferred
- b. Ability to work on a consistent schedule virtually
- c. Bi-lingual in Spanish preferred

**4. Application Process:** Provide letter of interest, resume and references to [search.ministerscouncil@gmail.com](mailto:search.ministerscouncil@gmail.com).