Job Description

Title: Project Coordinator, Theological Education for Leadership

Reports To: Director, Community Engaged Learning

Supervises: TEL Student Assistant; Temporary Project Assistant, as needed

Hours: 25 hours per week

Classification: 6

PSR seeks a person with the perspective, skills, and passion to make engagement with biblical and theological knowledge accessible to active and developing Christian leadership, especially in communities underserved by traditional seminary degree programs. The Project Coordinator of Theological Education for Leadership is responsible for managing and growing the existing online Certificate programs. As well, the TEL Project Coordinator will provide support for the CTEL pilot program currently under development.

The goal of the current online programs—Certificate in Theological Education for Leadership (CTEL) and Certificate in Gender, Sexuality, and the Bible (CGSB)—is to provide progressive, accessible Christian theological education for clergy, laity, and spiritual seekers from diverse racial/ethnic communities. Each certificate series provides in-depth, introductory explorations of topics that comprise the core of theological understanding, ministerial competence, and knowledge of human sexuality.

Under the guidance and support of the CEL Director and Associate Director, the TEL Coordinator will be responsible for the day-to-day development and implementation of the Certificate programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Program Administration

- Oversee all aspects of course preparation and implementation, including enrollment, student tracking, course materials, set-up of online systems, and working with HR on issuing contracts and payroll.
- Coordinate, confirm, and publish the schedule of certificate courses at least 6-months prior to course offering.
- Manage and track student applications and acceptance into program in coordination with CEL Director. Provide follow-up support for student progress and academic motivation.
- Create and maintain systems for tracking student information, certificate completion status, instructor contracts and payment, checklist for event readiness, and course resources.
- Prepare reports as requested of overall program status, individual student certificate completion status, and other reports as needed.
Manage support for students’ understanding of the online systems used by courses, including during classes.

Coordinate CTEL graduate participation in PSR Commencement.

Supervise TEL student assistant and temporary project assistant, as needed.

**B. Program Quality**

- Review TEL certificate programs’ syllabi, course materials, and policies with CEL Director at least quarterly.
- Assist CEL Director to find and select qualified TEL instructors, as required. Review resumes, references, and areas of study. Participate in interviews to determine level of communication and teaching skills.
- Meet with instructors at least 2 months before course offering to review existing curriculum, proposed edits, revisions, and syllabus change.
- Review Zoom recordings of classes for consistency and fidelity to the program goals and quality.
- Manage evaluations of course outcomes and instructor’s teaching and engagement with students.

**C. Recruitment, Outreach, & Networking**

- Grow program participation and recruitment
- Develop, maintain, and update TEL program recruitment materials. Work with PSR Communications Department to develop systems to increase program participation.
- Working in partnership with other departments at PSR, develop and maintain networking relationship with congregations, denominations, and other partners (including PSR’s denominational partners) with a focus on emerging leaders of color.
- Build records of potential churches, non-profit organizations, and theological groups from which to recruit TEL students.

**Required Qualifications:**

- Bachelor’s degree (minimum).
- Able to competently manage, prioritize, and follow-up on multiple programs with differing needs and timelines.
- Able to track program status and collaborate on necessary changes, short-term and long-term.
- Experienced in use of Eventbrite, Moodle, Zoom, Microsoft 365 applications, and databases.
- Able to create clear and accessible enrollment materials and procedural guides with support from the Communications department.
- Able to engage prospective students with informed enthusiasm.
- Able to interact professionally and collaboratively with congregational and organizational partnerships.
- Able to work independently and to collaborate with departmental staff, assistants, and PSR faculty and staff.
- Proficient English written and oral communication skills.
- Able to travel, including possession of a valid driver’s license.

Preferred Qualifications:

- Degree in education, Christian theology/ministry, or at least 2 years of experience in related field.
- Experience with educational programs, particularly in theological education, a plus.
- Current relationships and ability to network with churches and non-profits, specifically those addressing development of emerging leaders of color.
- Relationships with Affirming churches and LGBTQ+ organizations with active programs and/or affiliations with BIPOC persons, especially emerging leaders.
- Able to design and create professional enrollment materials and announcements.
- Familiarity with use of social media for events and enrollment.
- Spanish speaking a plus.