SUMMARY

The Lifelong Learning Program Assistant is a part of the Next Steps Team and is responsible for providing administrative support for the launch and expansion of the Next Steps Initiative. The Next Steps Initiative consists of new online and in-person learning experiences for ministry leaders. The Program Assistant ensures smooth and efficient administration of projects related to the launch of these learning experiences. This is an on-site position with flexibility in the weekly schedule and for some remote work. It is a grant-funded position through 2026 and may continue beyond that.

ABOUT THE NEXT STEPS INITIATIVE

The Next Steps Initiative at Calvin Seminary is a new series of in person and online educational programs and learning experiences that support a wide range of ministry leaders to be healthy and effective in their vocations. These learning experiences include online courses, weekend retreats, cohort experiences, and offering free digital content.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Event Planning and Coordination
- Coordinate logistics, communication, and hospitality for virtual and in-person Next Steps learning events, workshops, and cohorts. May include occasional travel for regional events in the United States and Canada a few times per year.

Next Steps Communication Platform
- Organize and maintain communication assets, email lists, and constituent databases for Next Steps Initiative.
- Coordinate and execute production schedules for Next Steps communication channels: podcast, blog, teaching video series, website, and email newsletter.

Next Steps Team
- Provide administrative support for the Next Steps Team by organizing, attending, and participating in Next Steps Team Meetings.
- Monitor project schedules, deadlines, action items, and document progress between Team meetings. Provide updates to the Team and Director of Lifelong Learning and Partnerships.
- Provide administrative support for the Director of Lifelong Learning and Partnerships.

Other duties as assigned to assist the Next Steps Initiative, the Academic Office and/or Calvin Seminary.
QUALIFICATIONS
To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

Communication: Excellent verbal and written communication.
Organization and Time Management: Ability to work with people and software to manage timelines and update key stakeholders on projects.
Technology Skills: Knowledge and familiarity with video conferencing, project management, web, and office management software.
Problem Solving: Proactively work to adapt to challenges and opportunities in completing projects.

EDUCATION and EXPERIENCE
This position requires a high school diploma and a minimum of three years of experience in similar work.

DECISION MAKING/JUDGMENT
This position involves managing projects and/or assignments requiring some decision-making authority and the ability to take initiative, in consultation with the supervisor.

OTHER SKILLS AND ABILITIES
1. A personable team player who is flexible and capable of managing multiple projects and responsibilities at one time.
2. Creativity, energy, and ability to be a self-starter.
3. Willingness to assist others with a servant attitude.
4. Organized, detail-oriented, able to proofread and check data for accuracy.
5. Ability to work collaboratively with individuals and teams in various departments.

PERSONAL INTEGRITY
This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America. A vibrant Christian faith and active engagement in the life of a local church are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting and may involve some travel to regional events in the United States and Canada. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.