

## Job Description

### Fellowships Program Associate

#### Our Organization

The Fund for Theological Education (FTE) is an ecumenical advocate for excellence and diversity in pastoral ministry and theological scholarship. It supports the next generation of leaders among pastors and educators, providing fellowships and a network of support for gifted young people from all denominations and racial/ethnic backgrounds. For more information, visit [www.fteleaders.org](http://www.fteleaders.org).

#### Position Summary

The Fellowships Program Associate will provide support for all FTE ministry and doctoral fellowship programs. The Associate will serve as the administrative link between the activities of the Fellowship Programs staff.

#### Duties and Responsibilities

- ◆ Serves on fellowships team with primary responsibilities for administrative support and meetings/events planning related to programmatic activities.
- ◆ Assists the Vice President for Ministry Programs and Planning, the Vice President for Doctoral Programs and Administration, the Director of Ministry Fellowships and the Associate Director of Fellowships with miscellaneous administrative support, including information gathering, communicating, mailing, telephoning and financial documentation.
- ◆ Fellowships Support
  - Creates, manages and updates a comprehensive and detailed calendar of tasks related to the annual cycle of fellowships promotion, recruitment, application/selection processes and awards in coordination with fellowships team.
  - Ensures the accuracy and functionality of the fellowships program filing systems, both paper and electronic.
  - Assists with production and distribution of promotional and recruitment materials, including coordination of print and electronic mailings.

- Responds to all fellowship-related inquiries appropriately and in a timely manner.
  - Serves as liaison with current Fellows to maintain effective communication regarding program deadlines, updates, meetings, opportunities and other activities.
  - Prepares all fellowship-related correspondence, including recruitment letters, award notification letters, stipend mailings, selection committee memoranda and other communication as needed by program directors.
  - Clerical duties include but are not limited to photocopying, creating files, filing documents, preparing travel itineraries and expense reports for program directors, sending faxes, submitting check requests and reimbursement forms.
  - Responsible for managing American Express bills for program directors.
- ◆ Meetings and Events
- Logistics including site research and arrangements, budget coordination, travel arrangements, catering, lodging, ground transportation, pre-event communication in coordination with appropriate fellowships team and communications staff, production of event materials and registration, on-site management of event, follow-up reimbursements, invoices and related correspondence.
  - Coordinates and manages in-house meetings related to the work of the fellowships team.
  - Coordinates and works with the event planner (or program directors) for the annual conferences for new ministry and doctoral Fellows.
  - Coordinates and manages all other meetings planned as part of yearly programming of the fellowships office, including selection committees and other small groups.
- ◆ Data Support – In coordination with the Manager for Data and Fellowships, provides updates in database for records related to fellowships program and events.
- ◆ Other activities to support the mission of FTE.

### **Knowledge, Skills and Experience**

- ◆ College degree with three to five years of professional administrative and event managing experience
- ◆ Strong computer skills (Internet and Apple products) and ability to operate office equipment including telephone, fax, photocopier
- ◆ Experience with Intelliworks or detail oriented training with other databases

- ◆ Excellent written and verbal communication skills
- ◆ Superior organizational and time management skills
- ◆ Independent judgment required to plan, multi-task and prioritize a diverse work load with attention to detail
- ◆ Ability to manage multiple projects
- ◆ Ability to work in a fast-paced environment and meet project deadlines
- ◆ Strong interpersonal skills
- ◆ Professional work ethic and ability to maintain confidentiality
- ◆ Familiarity with (or ability to learn) the context of theological education or higher education desirable
- ◆ Comfortable in a public speaking role
- ◆ Ability to work later hours and some weekends during the peak fellowship season
- ◆ Ability to travel as needed

**Salary:** This is a full-time salaried position with benefits.

**Reports to:** Director of Ministry Fellowships

Letter of inquiry, resume and contact information for three references are requested no later than August 9, 2010. Please mail or email to:

Ms. Sami Stockton, Executive Assistant  
The Fund for Theological Education  
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