



## Coaching Program Coordinator - Portland

**Hours:** 25 hours/week (.625 FTE). There are opportunities for remote work within certain states.

**Accountability:** Coaching Program Director

**Position Summary:** The Coaching Program Coordinator serves as a representative of the program to advise and support students and prospective students. They are responsible for day to day processes and operation of multiple parts of the coaching program. They support the Director of Coaching in creating a supportive and positive environment for students to learn and grow. They assist with retention efforts as well as marketing and growing the Coaching Program.

### Essential Functions:

- Communicate in a timely manner with current and prospective coaching students
- Coordinate Coaching Certificates
- Communicate with and support Instructors, Mentor Coaches and Feedback Coaches
- Facilitate Advanced Certificate in Transformational Coaching process
- Advise students through pre-enrollment, enrollment and certification
- Coordinate and attend Discover Coaching Events
- Promote classes through mass emailing, individual emailing and zoom meetings
- Maintenance of coaching materials, website and student resources
- Gather data on coaching classes system wide
- Create and conduct student feedback surveys for each class
- Enter enrollment and feedback data.
- Facilitate billing for Adjuncts, Feedback Coaches and Partners
- Assist program director in generating reports
- Assist program director in growing program and coaching clientele
- Help to increase awareness of Coaching Program
- Assist in acquisition and support of partners
- Assist with maintaining program accreditation with ICF and other program updates
- Other duties as assigned

### Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues
- Bachelor's degree and one year of administrative assistant-type experience preferred
- Ability to handle data and records with high degree of accuracy, efficiency, confidentiality & productivity

- Ability to prioritize and manage multiple tasks while remaining detail-oriented; organizational skills essential
- Ability to communicate accurately and effectively with staff, faculty, students, and public (orally and in writing)
- High level of proficiency with PC-compatible computers (advanced competency in Windows XP); proficiency with Microsoft Word and Excel essential; must be willing and able to learn new software
- Proficiency with MailChimp and Slack preferred
- Social Media and Marketing knowledge preferred
- Working knowledge of office machines (e.g. copier, fax, laser printer, multi-line phone)
- Familiar with Coaching
- Ability to work independently with advising and supporting students and potential students
- Must be a flexible team player (both with work and schedule when needed)
- Capability to deal maturely with sensitive/confidential information
- Ability to interact, network, and partner with many persons and provide friendly customer service