

Spiritual Formation Coordinator – Wilshire Baptist Church

Wilshire Baptist Church is seeking an administrative assistant to coordinate spiritual formation and education ministries. The ideal candidate will support these ministries for maximum impact by using logistical, organizational and communication skills.

To apply, email resumé and cover letter to gmckenzie@wilshirebc.org.
Applications accepted until position is filled.

Position Summary: The spiritual formation coordinator will uphold the mission of Wilshire Baptist Church by providing administrative support to education ministries. The coordinator will help ensure the ministries function as effectively and efficiently as possible by managing projects and responsibilities to completion in a timely, thorough manner.

Other information about the position:

- This is a part-time salaried position working approximately 25 to 30 hours a week reporting to the associate pastor over this area.
- Salary range: \$30,000–34,000 (salary commensurate with experience).
- Varied work schedule Monday–Friday, as well as some Sundays and special events.

Duties and Responsibilities

- Provides administrative support for education/spiritual formation ministers.
- Schedules meetings and events, including managing arrangements and logistics, i.e. food, supplies, materials.
- Responds to requests and inquiries from ministry leadership, teachers, and members.
- Supports the needs of Sunday school departments, including but not limited maintaining class rosters and attendance.
- Assists with enlisting volunteers for special assignments and needs.
- Ensures volunteer screening processes are followed, including updates as required.
- Handles enrollment and registration for spiritual formation programming, including the coordination of summer camps.
- Participates collaboratively with the Admin Team.
- Other duties as assigned.

Applications are considered without regard to race, sex, national origin, age, marital, or veteran status, or the presence of a non-job-related medical condition or disability.

Qualifications and Requirements:

- Must be at least 18 years old with a minimum of a high school education; some college or a degree is preferred.
- A Christian who is eager to support education and spiritual formation ministries at Wilshire.
- Prior office support experience preferred.
- Communicate with professionalism, discretion and a service orientation.
- Strong written and oral communication skills.
- Ability to work in a fast-paced environment.
- Conversational Spanish preferred.
- Ability to work independently and as a team member while maintaining a high degree of confidentiality.

Knowledge, skills and abilities:

- Experience with Apple products (Mac, iPhone) preferred.
- Experience using social media platforms for communication of events and activities.
- Experience with graphic design tools (e.g. Canva) a plus.
- Intermediate to advanced skills with Microsoft Office products (Word, Excel, Outlook, Teams, etc.).
- Great attention to detail and proven ability to manage multiple tasks.
- High level of emotional and social intelligence with the ability to maintain good working relationships.
- Excellent planning, problem-solving and organizational skills.
- Customer service and/or hospitality experience is preferred.
- Able to perform physical activities that require moving one's whole body, such as walking, stooping, lifting, pushing/pulling a cart, and use of stairs.

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