

Job Title: Assistant Program Coordinator/Scheduler

Location: Pinehouse Drive SDA Church

Position Type: [Part-Time]

Reports To: Program Coordinator

Overview:

We are seeking a detail-oriented and dependable **Assistant Program Coordinator/Scheduler** to support the daily operations of our ministry programs. This role involves managing activity scheduling, coordinating personnel, and ensuring everything runs smoothly. The ideal candidate will be organized, able to multitask effectively, and possess a warm, approachable demeanor. They will also need to be spiritually mature, embodying Christian values in all interactions and responsibilities.

Key Responsibilities:

- Assist the Program Coordinator with daily program operations, ensuring smooth execution of activities.
 - Manage scheduling of events, meetings, and personnel, ensuring proper coverage and coordination.
 - Communicate with program staff and volunteers to confirm schedules and update them as needed.
 - Track and update schedules using scheduling software or tools.
 - Maintain accurate records of program activities and staff assignments.
 - Provide logistical support for events, including preparing materials and ensuring readiness.
 - Serve as a point of contact for volunteers and staff regarding scheduling and program inquiries.
 - Demonstrate a warm, approachable attitude in all interactions with staff, volunteers, and program participants.
 - Provide support for any conflicts or issues in scheduling, working with the Program Coordinator to resolve.
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Required Skills & Qualifications:

- Strong organizational and multitasking skills.
 - Proficiency with scheduling software (e.g., Google Calendar, Microsoft Outlook, Planning Center, etc.).
 - Excellent communication skills, both verbal and written.
 - Warm and friendly interpersonal style, with the ability to build rapport quickly.
 - Dependable and able to work independently, ensuring tasks are completed on time.
 - Spiritually mature, with a deep understanding and commitment to Christian values.
 - Attention to detail and a proactive approach to problem-solving.
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Preferred Qualifications:

- Previous experience in program coordination, scheduling, or administrative support.
 - Familiarity with church or ministry operations
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 - Ability to work well in a team-oriented environment.
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- **Work Environment:**
 - Church Basement
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Compensation:

- Wage: \$17.00 /h