



PROJECT ASSISTANT, SBNM LILLY ENDOWMENT GRANT (PART TIME - THREE YEAR POSITION)

Departments: School of Business and Nonprofit Management (SBNM) and the Axelson Center for Nonprofit Management

Reports to: Program Director, SBNM Lilly Endowment Grant, with daily oversight and management reporting to the Associate Dean, SBNM.

Position Summary:

Supports the program developed by SBNM and the Axelson Center and funded by the Lilly Endowment's National Initiative to Address Economic Challenges Facing Pastoral Leaders. This is a three-year position (2021, 2022, and 2023). This position works 29 hours a week, with a flexible schedule.

Position Responsibilities:

- Provides administrative support for the SBNM/Axelson Center program developed for the Lilly Endowment's National Initiative to Address Economic Challenges Facing Pastoral Leaders.
- Monitors contracts with consultants/presenters to execute the program plan.
- Supports the planning and provides the execution for workshops, conferences, custom workshops, and retreats
- Coordinates and executes promotional efforts
- Tracks expenses and budgets
- Supports the evaluation process for programs
- Supports the Director in preparing annual reports for the Lilly Endowment.
- Arranges for all travel by the Director and other participants in the program.
- Supports the logistics for the quarterly advisory committee meetings.
- Meets regularly with the Director to discuss the details of executing the program.

Qualifications:

- Bachelor's degree required;
- A minimum of one-year professional experience.

- Experience with program support.
- Experience with church operations and finances preferred.
- Personal commitment to North Park University's mission of Christian higher education.
- Excellent organizational, logistics, written and verbal communication skills.
- Technologically-savvy (high level user of Social Media, Databases, Microsoft Office).
- Must be a self-starter and highly dependable.
- Adept at working in a team environment.
- Excels at and enjoys executing multiple projects simultaneously.
- Must be adaptable and flexible - willing to go the extra mile to get the job done.
- The job periodically requires ability to lift boxes, walk up stairs, drive.

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.

Effective Date: January 2021