



JOB DESCRIPTION

Job Title

Program Specialist

Job Summary

Christian entrepreneurial organization seeking general day-to-day program, operation and administrative planning, direction and collaboration with the President and for the overall organization.

Required Education/Experience

- Bachelor's degree or equivalent work experience.
- Five or more years' program support experience or equivalent.
- Training and experience with CRM's.
- Proven experience with software platforms such as Constant Contact, Google Docs, Survey Monkey, Textedly, Neon, non-profit based donation software and credit card processing.
- Significant experience using Microsoft Office (Word, Excel, PowerPoint, Outlook).

Preferred Skills & Experience

- High attention to detail and critical thinker with excellent organizational skills and the ability to prioritize.
- Must be self-motivated, self-starter and have the desire and ability to successfully work independently and as a part of a team.
- Must possess a strong service ethic, the ability to meet deadlines, and the ability to contribute to the overall quality and direction of the ministry.
- Ability to manage multiple, simultaneous, high priority tasks.
- Must display excellent written and verbal communication skills.
- Solid interpersonal skills with the demonstrated ability to develop and maintain productive relationships with creative, energetic and demanding professionals.
- High level thinking and thought leader with enthusiasm and energy.

Responsibilities

Program Development and Communication (75%)

- Provide daily program, operation and administrative support to the President.
- Assist with the organization's overall correspondence and communication to its partners and ministries.
- Oversight and management of the organization's web-based CRM database, including CRM data entry, records maintenance and information management, data analysis and providing reports as needed.
- Assist in creating and documenting, efficient, internal processes and procedures for the organization.
- Develop and prepare notes, presentations, and summaries for distribution as requested.



- Coordinate program and project details with our partners and ministry non-profits.
- Create contact, donation, registration and activity reports from CRM.
- Facilitate Learning Academy workshops.

Event Coordination (25%)

- Manage delivery of email campaigns for the bi-monthly partner meetings. Create email lists, send out timely emails, track registrations, update CRM, finalize registration list.
- Prepare and create name tags for event attendees.
- Assist and oversee assembling, reviewing, and distributing materials for events.
- Create facilitator documents for bi-monthly meetings.
- Compile facilitator notes and participants feedback into a summary report.
- Coordinate event activities such as location, technology, catering, decorations, materials needed, and all other details associated with the event.
- Manage registration and communication for three learning groups of non-profit organizations. Act as main point of contact for these groups.
- Other duties as assigned.

Hours of Work

Part-Time or Full-Time (20 – 40 hours/week)

Salary

\$55K-\$65K: experience dependent

Amplify Mission Network is a faith based 501C3 organization working to connect Christian marketplace leaders with emerging faith-based ministries to Amplify kingdom impact.