



Position Description

Position Title: Support Specialist
Department: Center for Christian Leadership
Reports to: Executive Director, Center for Christian Leadership
FLSA Status: Non-Exempt
FTE: .05
Called Position: No
Revised: August 2022

Position Summary: The Center for Christian Leadership Program Support Specialist provides assistance to the Executive Director of the Center for Christian Leadership. This includes clerical, scheduling, data management, event planning and program promotional support.

Primary Responsibilities:

- **Clerical**
 - Produce the monthly Christian Leadership Program newsletter
 - Coordinate the Christian Leadership Certificate Program mid-week student email update
 - Create and maintain the list of monthly program offerings and events
 - Maintain database of current program students and program alumni
 - Schedule appointments as needed
 - Plan and design forms, flyers, thank-you notes, etc.
 - Process monthly credit card statement and maintain the Center for Christian Leadership budget
- **Scheduling Support**
 - Book appointments/manage calendar as needed
 - Center for Christian Leadership student interviews/appointments
 - Appointments needed to support events such as I3, Serve2Lead, Leadercast, concerts, etc.
- **Data procurement, entry, and management**
 - Christian Leadership Certificate Program (CLCP)
 - Current program students, mentors, leadership coaches, etc.
 - CLCP Alumni database
 - Donors
 - Prospects and recruits



- **Event Planning Support**
 - Assist with securing and organizing volunteers
 - Communication and coordination with event venues
 - Coordinating meetings with event leaders such as keynotes and panelists
 - Secure necessary supporting documents such as biographies, sponsor information, sponsor guest lists, etc.
 - Coordinate event registration for events such as leadership field trips, leadership impact hours, I3, etc.

- **Grants and Scholarship Facilitation**
 - Greenfield Leadership Scholarship
 - CWLC Student Grants
 - CWLC Faculty/Staff Partnership Grants
 - Partner2Learn Leadership Scholarship
 - Love First Leadership Scholarship

- **Center for Christian Leadership Promotion/Marketing**
 - Assist in creating a robust social media presence for internal program students and outside audience
 - Create short video segments that highlight leadership coach impact as well as mentor impact
 - Develop and create a list of outcome stories
 - Creation of CLCP logo/look/swag items

REQUIREMENTS

Education and Experience:

- Minimum of a high school diploma
- An associate degree in Office Support/ Administrative Assistance is highly desired
- At least three years of experience providing office support including clerical duties, maintaining calendars, and event planning function
- Prior work experience within a higher education environment is preferred

Knowledge, Skills, and Abilities desired:

- Servant's heart – wanting to do whatever is necessary to advance the WLC mission through the Center for Christian Leadership
- Must be able to perform duties in a manner consistent with the WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the WELS
- Demonstrated organizational and communication (verbal & non-verbal) skills



- Demonstrated ability to communicate effectively with a variety of internal and external offices that include students, faculty, administration and donors
- Proficiency in using Microsoft Office and Zoom.
- Proficient in the use of social media
- Experience with marketing/promotion and basic video production is a plus
- Excellent service orientation with desire to serve and possessing the interpersonal, customer service and problem solving skills to deliver
- Strong ability to work in a collaborative dynamic team environment flexing to priorities
- Proven ability and willingness to learn and understand new software and applications
- Must have the ability to work independently, be resourceful, problem solve and proceed to accomplish objectives without supervision, yet exercise judgment on when to escalate to Executive Director
- Demonstrated strength in attention to detail, proofreading, organization, prioritization, time management and efficiency