



ABHMS is seeking a Administrative Program Coordinator

Position Summary

The American Baptist Home Mission Societies has been awarded a grant from the Lilly Endowment Inc. to implement the ABHMS *Hope After the Storm Initiative* (HATSI). The purpose of this initiative is to transform how faith communities prepare for, respond to, and recover from disasters by building a coordinated, justice-centered system rooted in compassion, equity, and long-term sustainability. Through this initiative, ABHMS will build systems, relationships, and infrastructure that enhance disaster preparedness, improve coordination and communication, integrate trauma-informed spiritual and emotional care, and support long-term recovery efforts—particularly in communities experiencing heightened vulnerability.

We are seeking an Administrative Program Coordinator to assist in the implementation of the grant by providing support for administrative operations, communications, logistics, and data systems. This role ensures that complex, multi-region efforts are executed with clarity, consistency, and excellence. The initiative requires strong administrative leadership to ensure coordination across multiple regions, partners, and program components. This role provides the organizational backbone that allows the initiative to function effectively and sustainably.

This position is based at the Leadership and Mission Building (LAMB) located in King of Prussia PA. This means the individual must be able to regularly commute to the office. This fulltime position is part of the Healing & Transforming Communities (HTC) unit and reports to the HATSI Program Director.

All interested applicants must provide

- 1. Cover Letter**
- 2. Current Resume**

All materials should be emailed to LMiraz@abhms.org Please note only applicants with **all required documentation** will be considered.

Submit no later than: September 30, 2026

KEY RESPONSIBILITIES & DUTIES

Program Operations & Coordination

- Support day-to-day implementation of initiative activities across national and regional levels
- Coordinate scheduling, logistics, and communications for trainings, convenings, and meetings
- Track project timelines, deliverables, and milestones
- Maintains accurate and complete records and files for the *Hope After the Storm Initiative* and other assigned programs within the HTC unit, and performs other administrative tasks as a member of the Administrative Services Team (AST).

Communications & Relationship Support

- Serve as a primary point of contact for program participants, regional teams, and partners
- Coordinate communication across stakeholders to ensure alignment and clarity
- Support facilitation of virtual and in-person gatherings

Data Management & Reporting

- Maintain accurate records, databases, and tracking systems for program activities
- Support data collection for evaluation, including training participation and outcomes
- Tasks may include but are not limited to: scheduling, note-taking and distribution, recordkeeping, voucher processing, event planning and support, data collection and analysis.
- Assist in preparing reports for internal leadership and grant requirements

Administrative & Event Support

- Coordinate travel, contracts, and payments for consultants and partners
- Provide logistical support for national and regional events
- Assist in managing digital platforms and communication tools
- With the general supervision of the Unit Director, provides supplementary input and carries out tasks as assigned regarding the full implementation and assessment of unit initiatives.
- Tasks may include but are not limited to: scheduling, note-taking and distribution, recordkeeping, voucher processing, event planning and support, data collection and analysis.
- Posts relevant content to MinistrElife and other social media platforms as delegated.

Cross-Functional Collaboration

- Collaborate across ABHMS units
- Support alignment of initiative activities with organizational priorities
- Represent unit and initiative in interdisciplinary teams or other meetings as assigned
- Represents *Hope After the Storm Initiative* as needed at conferences, events, or ABHMS meetings.

- Occasionally, with prior notice, work an irregular schedule, evenings or weekends as needed.
- Occasional travel across the United States and Puerto Rico for work-related conferences and events.
- Other relevant duties as assigned.

QUALIFICATION FOR THE POSITION

Education & Experience

- Bachelor's degree in communications, project management, business, or related field
- 2–4 years of experience in administrative coordination of programs/initiatives or project support
- Experience in nonprofit, advocacy or faith-based settings preferred.

Skills & Core Competencies

- Appreciation for the mission, vision, values, and goals of ABHMS. To be successful in this role, the individual must understand the organization's mission and values and work diligently to make a positive impact on advancing that mission.
- High attention to detail with strong follow-through
- Strong organizational and project coordination skills
- Excellent communication and interpersonal abilities
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office, databases, and virtual collaboration tools
- Strong communication, organizational, analytical, and interpersonal skills.
- Critical thinking and decision-making capabilities.
- Project management skills.
- Intellectual curiosity and commitment to lifelong learning.
- Proficiency with Microsoft Office and other relevant technologies (Outlook, Excel, PPT, Word, SharePoint, Teams, Smartsheet, Zoom, Cvent) with the ability to learn new technologies.
- Ability to work collaboratively in teams, take instruction, and follow through with assigned tasks, while also having the confidence and self-motivation to contribute to team goals and take responsibility for one's own scope of work with limited direct supervision.
- Accurate and detail-oriented with strong professional ethics and sensitivity to confidentiality.
- Professional customer service mindset for effective engagement with constituents.
- Resilient, flexible, and agile to address changing trends.
- Competent working in a large faith-based setting where cultural and gender diversity are greatly valued.

What Makes an Exceptional Candidate

The ideal candidate is highly organized, proactive, and relational—someone who thrives behind the scenes but understands the bigger picture. They bring calm to complexity, ensure nothing falls through the cracks, and are energized by supporting meaningful, mission-driven work.

ABHMS is an equal opportunity employer and practices non-discrimination. ABHMS offers a progressive work environment with competitive compensation, comprehensive employee benefits package – including health insurance, fully vested 403b with MMBB, paid vacation, paid sick days, numerous paid holidays and many other benefits. ABHMS provides staff with continuing education funds to ensure the development of additional skills and knowledge for a career path consistent with ABHMS's missional priorities and objectives. The successful candidate will also be provided with a generous relocation package, if needed.