

PATHWAYS Theological Education, Inc. exists to offer a range of stimulating, accessible, and affordable online progressive Christian resources for church leaders, faith explorers, pastors, and those discerning various vocations and callings within and outside the church community. As a faith-based organization, we are seeking an individual who shares our values of compassion, human dignity, integrity, service, and stewardship

We are looking to fill an **Executive Administrator** role. This position will play a crucial role in supporting our marketing and fundraising efforts. Since this is a Part-time casual role, it is perfect for someone that does not require benefits but wants to use their time in a meaningful way. Because the **Executive Administrator** is a remote opportunity, we are seeking a self-reliant individual who is comfortable working principally by phone, video call and email.

Key Responsibilities:

Marketing and Communications

- Works closely with Board of Directors and Marketing Committee to promote and publicize events, to the broader community.
- Creates, gathers and compiles written, graphic and video content for ongoing communications distributed through approved social media outlets.
- Creates marketing and promotional special use materials such as brochures, flyers and video content for marketing campaigns, conference attendance, etc.
- Works closely with the Marketing committee to plan and organize publicity events.
- Maintain and update library of images, infographics, and templates.

Fundraising and Donor Management

- Responds to inquiries from current and potential donors regarding methods for giving.
- Maintains giving database, donor lists; sends out solicitation and donor thank you letters, collects information to document in-kind donations.
- Helps plan fundraising campaigns and events.
- Works closely with the Fundraising committees to prepare promotional materials.
- Conducts research to identify new traditional and non-traditional sources of funding as well as suggesting ideas for optimizing existing funding streams.
- Enters, searches, maintains, and retrieves information from the CRM database, including tracking and maintaining contact & donor profiles; processing donor bequest, etc.

General Administrative

- Works closely with Board of Directors to promote and publicize PATHWAYS events and programs to the broader community.
- Organizes meetings, including scheduling, sending reminders, and setting up zoom links.
- Direct emails, correspondence, calls and general inquiries received via the "contact us" link on Pathways website to the appropriate recipient(s).
- Maintains and updates mailing and contact email lists, reaches out to communication points of contacts across UCC community to cultivate new resources.
- Prepare reports for Board of Directors detailing the status and outcome of marketing and giving campaigns.
- Develop and maintain a content calendar for tracking and communicating marketing and fundraising events.
- Coordinate and collaborate with vendors and/or volunteers to execute logistics for virtual and in person fundraising events to include identifying a venue, designing signage needs, etc.
- Set up and maintain general file folder structure in Egnyte, file documents as required or requested.
- Transcribe recorded meetings, distribute and file minutes, notes, and reports in Egnyte.

- Schedule and post content across various approved social media platforms and accounts, ensuring consistent and timely delivery.
- Perform other administrative and support duties as directed by the Board of Directors and leads for the Marketing and Fundraising committees:

Professional Qualifications and Experience:

- High School diploma or equivalent required, AA in relevant discipline desired.
- Minimum of 3-5 years professional administrative support experience required. Experience in a not for profit, pastoral or academic environment preferred.
- Familiarity with UCC and affiliated organizations highly preferred.
- Must be able to demonstrate a friendly, energetic, and welcoming manner with effective written & oral communication skills.
- Experience creating, editing, and publishing graphic and video content for posting on social media desired.
- Experience administering and maintaining a customer relations management (CRM) database required, experience using Boomerang preferred.
- Proficiency with Microsoft Office 365 suite of tools required,
- Must be able to work independently and as part of a team.

Other information

- **Job Type:** Part-time casual
- **Compensation:** \$20-\$25/hr. commensurate with experience
- **Work Location:** Remote
- **Hours and Schedule:** 10 hrs/week, max of 40 hrs. per month. Days worked are flexible.
- **Office equipment and supplies:** Individual selected for this position must be able to provide their own computer or laptop, phone, and basic office supplies.

**If you are interested in being considered for this position,
please send a letter of interest and current resume to
VicePresident@PATHWAYSTheological.org**

by 5:00 PM Eastern on September 30, 2025.

Resumes received after this date will not be considered.