



WESTMONT

Part-Time Program Coordinator (Part-time, 20-25 hours/week; 12 months)

Westmont Downtown

Note: This position is located at Westmont Downtown in Santa Barbara, at 26 W. Anapamu, not on Westmont's Montecito campus.

Position Summary: Provides administrative, marketing, recruiting, student life, and events support for the Westmont Downtown Semester in Social Entrepreneurship and provides administrative assistance for the Executive Director.

Qualifications: Requirements include: College degree; personal affirmation of the Christian mission of Westmont College, the Community Life Statement and adherence to its behavioral expectations; minimum of two-years' experience in an administrative role; ability to multi-task with accuracy and demonstrate developed problem-solving skills; ability to serve the needs of others while maintaining focus on details and deadlines; demonstrated effectiveness in working both independently and in a team environment; developed oral and written communication skills; demonstrated technical skills with a range of computer programs and ability to learn new programs when necessary; ability to maintain a warm and professional manner; and ability to plan, organize, and complete assignments within deadlines without close supervision.

Responsibilities:

- Serves as the first point of contact to the WD team including staff, students, and community members.
- Provides support for the Westmont Downtown program, planning and coordinating meetings, events, and activities to meet the needs of students in an off-campus program. Facilitates an environment that challenges and supports students in ways that are appropriate to their intellectual, emotional, relational, physical, and spiritual needs, and is consistent with the mission and purpose of the college.
- Provides administrative support to the Executive Director. This includes drafting correspondence; arranging meetings; answering and directing calls; managing accounting transactions; ordering supplies; and other related duties.
- Maintains wide knowledge of college and community resources available to students, referring students to appropriate resources for help (e.g. Director of Counseling, Residential Life staff, Intercultural Programs). Also provides resources and coordination for off-campus housing.
- Manages use of the Westmont Downtown building for internal and external constituents.
- In collaboration with the director, develops and implements WD marketing plan including promotional materials, videos, presentations, social media, and website. Works to unify WD program messaging and storytelling.
- Aids the director with recruitment by meeting with students, identifying leads, following up on prospects, and maintaining data. Manages student applications including the on-line application portal, acceptances, and deposits.
- Coordinates details for Westmont Downtown program events including the Thursday Speaker Series and other events.
- Participates in staff meetings, training and seminars as well as opportunities for professional development.

- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others; listening to and objectively and respectfully considering the ideas and perspectives of others; keeping the supervisor and others who may be affected informed about work progress; respecting the diversity of our community in words and deeds.
- Performs other duties as needed.

Reports to: Executive Director of Westmont Downtown

10.2021