

OBLATE SERVICE CORPORATION

Oblate School of Theology

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JOB OPENING

The Oblate Service Corporation is seeking applicants for **PROGRAM COORDINATOR-CONTINUING EDUCATION** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together diverse cultures, OST educates for mission.

POSITION: ***PROGRAM COORDINATOR-CONTINUING EDUCATION***

POSITION STATUS: Full-Time, Exempt

SUMMARY: The Department of Continuing Education at Oblate School of Theology (OST) is seeking an experienced Program Coordinator to join our team to organize and deliver innovative learning programs for our community constituencies. These programs empower individuals to engage their pastoral setting, develop an international perspective, and foster intercultural fluency in service of the most marginalized. Collaborate with the Director of Continuing Education to create and execute project timelines and milestones. Provide technical support for event streams and online learning platforms and assist students with access issues. Coordinate logistical aspects of programs including venue booking, equipment setup, and day-of-program coordination ensuring seamless execution. Assist the Director of Continuing Education in developing promotional and advertising materials for various CE events. Assist in developing a suitable response to requests from outside OST for special offerings or programs for continuing education of clergy, religious, and laity, i.e., special programs throughout the year. Day-to-day communication with the team, working closely to ensure deliverables. Schedule team meetings, hold agendas, and share notes and tasks. Coordinate supplier/vendor relationships, supporting rate negotiation and agreements. Maintain regular communication with students, facilitators, and stakeholders regarding program updates, schedules, and any changes. Maintain contact with diocesan and religious continuing education directors, the Diocesan Religious Education office, and other diocesan agencies and organizations. Provide administrative support to CE, including handling phone calls, emails, and inquiries. Maintain organized records of departmental activities, financial transactions, and correspondence. Ensure appropriate documentation, statistical and fiscal records, are kept for each event. Process registrations for CE programs via website, telephone, and in-person interactions. Maintain current and complete registration lists for certificate programs and CE events. Participate in the department's ongoing evaluation process so that CE offerings contribute to the overall institutional effectiveness of OST. Contribute to the development, implementation, and evaluation of program offerings in accordance with the stated purpose and mission of the Department of Continuing Education and Oblate School of Theology. Subject to the policies and responsibilities in the Faculty and Administrative Handbook, the Oblate School of Theology Personnel Manual, and the Oblate Service Corporation Personnel Handbook. Other duties as assigned.

WORK HOURS: Monday through Friday, typically 8 a.m. – 5 p.m., with flexibility; occasional weekend and evening shifts required.

EDUCATION/SKILLS: BA in Education, Communication, Marketing, Public Relations, or a related field, required. Three years of professional experience in continued education, higher education, event planning, or related field. Proficiency in MS Office Suite programs, as well as Zoom, Canva, and Notion. Strong writing, editing, and proofreading skills, and ability to adjust writing style to the intended audience. Ability to manage sensitive information with the highest degree of integrity and confidentiality. Strong organizational and time-management skills. Ability to operate standard office equipment. Strong skills in interpersonal communication with individuals of varied backgrounds. Curiosity, willingness to learn, and desire to share learning with others. Initiative-taking and able to work independently as well as collaborate with others. Flexibility to hold responsibilities on multiple projects at once, as well as lead and be led. Emotional intelligence and openness to self-development, inclined toward empathy and comfortable with diversity. Knowledge of Roman Catholic Church organization, function, and common practices. Alignment with CE and OST core value

JOB CLOSING DATE: Until Filled

Qualified candidates should Visit www.ost.edu to apply under the CAREER OPPORTUNITIES section.

Employee referrals are welcomed

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer