



Program Assistant for the Church Leadership Center

Department: Church Leadership Center

Supervisor: Joe Sawatzky, Director of the Church Leadership Center

Time: 1.0 FTE

Location: Elkhart, Indiana, in-person position.

Anticipated start date: Application review begins immediately and will continue until the position is filled.

Summary

Assist AMBS Church Leadership Center in the administration of educational programs, including Journey, Invite AMBS, Practical Leadership Training, Transition to Leadership, Ministry Reflection Circles, and Doctor of Ministry.

Responsibilities and duties

CLC Admissions

- Responds to phone and email inquiries regarding programs
- Advises students in application process
- Serves as CLC “point person” to Admissions

CLC Bookkeeping

- Guided by the CFO, CLC director and program directors, updates program costs annually
- Invoices speaking engagements
- Receives and processes student, participant, and organizational payments, in collaboration with the Business Office.
- Maintains financial records
- Solicits onboarding information from faculty and mentors

CLC Events

- Coordinates learning events, including event set-up process (following AMBS guidelines); registration; instructor/presenter communications and payments; travel, lodging, and meals; evaluation; and financial records

Anabaptist Mennonite Biblical Seminary

- [3003 Benham Avenue, Elkhart, IN 46517, USA](https://www.ambse.edu) • [574.295.3726](tel:574.295.3726) • [ambse.edu](https://www.ambse.edu)

- Communicates with presenters/instructors regarding their logistical needs and arranges for addressing these
- Is available during events to assist with needs of participants and presenters
- For off campus events through Invite AMBS, negotiates dates and recommended fees between AMBS personnel and host organizations

CLC Marketing

- Monitors the CLC marketing “tickler” and meets weekly with the marketing-CLC liaison to coordinate promotion of all CLC programs
- Monitors/reviews CLC webpages for necessary updates
- Proofreads CLC promotional communication
- Coordinates marketing material storage for CLC, Advancement, Admissions

CLC Registrar

- Keeps student records
- Contributes to program reports

Other Journey Program Assistance

- Onboards students and mentors to program structure and expectations
- Responds to students/mentors’ logistical questions not handled by instructors
- Manages learning resources as needed through interfacing with IT and Library

General Administrative Assistance

- Handles information of a confidential nature
- Communicates on supervisor's behalf as needed
- Attends regular Church Leadership Center team meetings
- Attends AMBS support staff meetings; takes occasional responsibilities for staff body (e.g. minutes, social committee)
- Other administrative tasks as needed and negotiated

Qualifications and skills

- Commitment to Jesus Christ, affinity with Anabaptist values and beliefs, and supportive of the mission of AMBS
- Commitment to the Church Leadership Center’s mission of enriching and developing current and future church leaders
- Commitment to undoing racism and/or similar initiatives
- Ability to appropriately navigate cultural and other differences
- Strong and healthy communication skills – written, spoken, and interpersonal

- Strong computer skills and eagerness to learn new programs
- Basic bookkeeping skills
- Ability to organize efficiently and work accurately with detail
- Ability to initiate appropriate work
- Knowledge of Microsoft Office required; Google Workspace, Salesforce, Populi and Wufoo a plus
- Knowledge of Mennonite Church USA and Mennonite Church Canada structures, conferences, personnel, etc. a plus
- Bachelor's degree preferred

Hiring Policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

To apply: Please submit resume, cover letter, and the names of three references that are not current AMBS employees to: Carla Robinson, Assistant Director of Human Resources & Payroll - HR@ambs.edu or mail to 3003 Benham Avenue, Elkhart, IN 46517

July 1, 2026