



## Institute Administrator

### Organization Overview

Soul Shepherding is a dynamic nonprofit ministry based in Orange County, CA that equips pastors and influencers with resources, coaching, and training to thrive with Jesus in life and leadership. It was founded in 2009 by Bill and Kristi Gaultiere, doctors of psychology, spiritual directors, and board members. After keeping the organization small for the first decade, in 2019 they pivoted into a growth strategy and quickly doubled in revenue, staff, and ministry output. The current team includes over 40 staff and independent contractors.

These core values define how we work together to care for and equip pastors and others:

1. *Intimacy with Jesus*
2. *Authenticity*
3. *Empathy*
4. *Excellence*
5. *Initiative*

### Position Overview

The mission of the Institute Administrator is to provide administrative support for Soul Shepherding's flagship ministry of the Institute Retreats. Additional support may be required for One Day Retreats, Alumni retreats and other partnerships. This position reports to Robyn Jungeblut (Sr Mgr – Ministries/Programs) and collaborates with key staff on all projects, along with the following responsibilities:

### Responsibilities

1. Provide administrative support for the Institute Retreats' logistics, which includes processing initial program applications, registrations for retreats, coordination with retreat centers and all associated communications with students and internal stakeholders. Ensures retreat leaders have all necessary supplies and student bio-information before every retreat. Handles 15-minute "connect" calls with candidates for our retreats. Manages the retreat for those attending via our zoom community. Coordinates communication and system updates for students post-retreat.
2. Maintain Google drive and Dropbox files/folders for sharing/collaboration with staff
3. Contributes to weekly Programs/Ministries meetings and 1:1 with Senior Manager of Programs/Ministries for communication, active collaboration, clarity, and direction.
4. Utilizes Active Campaign, Asana and other client relationship management (CRM) systems to organize information and facilitate outreach communications, measure the performance of programs.
5. Assists the Programs Administrator with other ministries on an as-needed basis.

### Qualifications

1. Enthusiastic agreement with Soul Shepherding Statement of Faith, mission, policies and values.
2. Excellent communication skills (written and verbal).
3. Highly organized and attentive to detail.
4. Self-motivated worker who sees what needs to be done, takes initiative, prioritizes tasks, works independently with minimal oversight, and collaborates with other staff.
5. Champion Active Campaign for the team.
6. Proficiency with technology, including CRMs, Google Docs & Sheets, Dropbox, Zoom and Asana.
7. Alumni of Soul Shepherding Institute

### What Success Looks Like

1. You feel that you belong on the team, your role contributes to the whole, you see your work as ministry and your work is helping you grow spiritually.
2. Soul Shepherding clients, students, donors, partners, and vendors feel respected, cared for, and have received the assistance they needed in a timely fashion. The expectation is a 24-hr response time to internal and external communications (excluding weekends).
3. Your efficiency enables the Sr Manager of Ministries, Spiritual Direction and Coach Training Manager and Pastoral Ministries Manager to spend less time on administrative tasks and more time on strategic planning/direction.

### Application Instructions

To apply please submit the following to [hr@soulshepherding.org](mailto:hr@soulshepherding.org):

1. Cover letter and PDF of your resume
2. Tell us how you heard about this position
3. Share your experience with Soul Shepherding
4. Optional: Personality Test Results like Enneagram, MBTI, and StrengthsFinder Top 5