



JOB OPENING Office Clerk

Type: Part-time, Non-Exempt

Location: Remote position within United States and/or Puerto Rico (with occasional travel)

Focus: Administration and Operational Support

Reports to: Associate Director for Administration, Operations and Shared Services

Salary Range: \$17.00 USD per hour

About AETH:

The Association for Hispanic Theological Education (AETH) is an inter-denominational Christian faith-based network of people and institutions working since 1992 in the United States, Canada, Puerto Rico, and more recently in Latin America and the Caribbean dedicated to promoting and improving theological education and its impact on the lives of individuals, churches, and communities.

Position Overview

AETH seeks a detail-oriented and reliable **Office Clerk (Part-Time)** to provide essential administrative and documentation support to the Administration team. This role is ideal for a highly organized professional who excels in document preparation, proofreading, coordination, and virtual support functions. The Office Clerk plays a key role in ensuring accuracy, consistency, and professionalism across AETH's administrative operations.

The ideal candidate demonstrates strong grammar and writing skills in English and Spanish, excellent attention to detail, and the ability to manage multiple responsibilities effectively within a part-time schedule.

Key Responsibilities

Documentation, Proofreading, and Editing

- Prepare, format, proofread, and edit documents, reports, correspondence, and administrative materials.
- Ensure high standards of grammar, spelling, and punctuation in both English and Spanish.
- Maintain organized digital filing systems and support version control and document management.
- Assist with data entry and preparation of materials for internal and external distribution.

Presentations, Forms, and Visual Materials

- Create and format presentations using Google Slides, PowerPoint, and Canva.
- Design and manage Google Forms for surveys, registrations, and data collection.
- Develop basic visual materials such as flyers, infographics, and internal communications while adhering to AETH branding guidelines.

Vendor Coordination

- Request, collect, and organize vendor quotes for supplies and services.
- Communicate professionally with vendors and prepare comparison summaries for review.
- Maintain organized records of vendor communications and documentation.



Virtual Meeting Support

- Schedule and coordinate virtual meetings using Zoom, Google Meet, and Microsoft Teams.
- Prepare agendas, distribute materials, and provide basic technical support during meetings.
- Capture meeting notes and distribute follow-up communications as needed.

Daily Task Management

- Maintain a clear daily and weekly task list aligned with assigned priorities.
- Meet established response-time expectations during scheduled work hours.
- Track deadlines, recurring tasks, and provide brief status updates as requested.

Other Duties

- Assist with special administrative projects as assigned within role scope and scheduled hours.

Required Qualifications

- Willingness to work in a Christian faith-based environment that promotes theological education across denominational traditions.
- Associate degree or equivalent experience required; coursework in business administration, office management, or nonprofit administration preferred.
- Bachelor's degree preferred.
- Minimum of 2–3 years of administrative or clerical experience, preferably in a nonprofit, educational, or faith-based setting.
- Excellent written and verbal communication skills in English and Spanish.
- Strong attention to detail and organizational skills.
- Proficiency in Google Workspace (Docs, Slides, Sheets, Gmail, Calendar, Forms, Drive).
- Proficiency in Microsoft Office (Word, PowerPoint, Excel).
- Experience using Canva and virtual meeting platforms preferred.
- Legal authorization to work in the United States or Puerto Rico.

Why Join AETH?

- Be part of a visionary and transformative organization shaping the future of Hispanic/Latina/o theological education.
- Work with a team committed to faith, justice, and academic excellence.
- Enjoy complete remote work with a supportive, collaborative environment.
- Engage with leaders and institutions across the Americas in a dynamic and inspiring network.
- Make a tangible impact on theological education, leadership development, and community transformation.

Compensation

- Salary: \$17.00 USD per hour
- Position Type: Part-time, Non-Exempt

Benefits:

- Paid Time Off: 13.5 PTO days per year
- Federal Holidays: 12 paid holidays per year





- Remote Work: Work from home with occasional travel
- Technology Support: Connectivity stipend

Work Schedule

Remote work schedule, 30 hours per week, Monday through Friday, 9:00 AM – 3:00 PM EST with general availability during core business hours for meetings and collaboration.

Application Process

To apply for this position, please submit the following materials to administration@aeth.org with the subject line: **Office Clerk Application**.

- Cover letter addressing your interest in the position and alignment with AETH's mission
- Current résumé
- Names and contact information for two (2) professional references

Application Deadline

Friday, February 27, 2026

Equal Opportunity Employer

AETH is an equal opportunity employer committed to building a diverse and inclusive team. We welcome and encourage applications from individuals of all backgrounds who have legal authorization to work in the United States and Puerto Rico. As a Christian faith-based organization, AETH considers alignment with our mission and values as part of the selection criteria.

Questions?

For questions about this position, please get in touch with AETH at administration@aeth.org.

