**Associate Learning Director**

Learning and Talent

Position Description

Supervised by: National Learning Director

Supervises: Learning & Development Specialists, Digital Learning Designers

Status: Exempt

Location: National, Non-NSC

**To advance the purpose of InterVarsity, this position will assist in the creation of developmental programs and strong learning environments so all staff are developed, included and prepared serve a diverse audience of students and faculty.**

**MAJOR RESPONSIBILITIES**

**Personal:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

**National Leadership**

* Assist in creating collaborative partnerships within Learning and Talent, People and Culture, and across departments for training and development.
* Partner with the National Learning Director to assist organizational change efforts through aligning learning team projects
* Consult with staff directors and national leaders on staff development, formation, and training
* Provide visibility for, and access to, Learning and Talent by strategically attending national, regional and departmental gatherings
* Embody team values and act as an ambassador for Learning and Talent and People and Culture

**Recruiting and Managing Staff**

* Recruit and supervise Learning & Development Specialists and others to execute Learning Team projects
* Manage stretch assignments in support of national projects and events

**Training and Curriculum Development**

* Lead training teams for live and online national and regional events
* Manage the execution of various national onboarding, orientation and continuing education events for frontline staff including Orientation for New Staff (ONS).
* Oversee curriculum development teams
* Lead content acquisition and curation projects
* Model training development and delivery, train trainers and development specialists
* Create a strong context for inclusion in all training settings and ensure that diversity and inclusion tools and strategies are integrated into all curriculum development.

**Coaching and Consulting**

* Consult on leadership and team development and develop customized staff development interventions
* Consult with leaders on training as a part of overall change efforts

**Team Work**

* Participate fully in National Learning Team meetings and training, engaging as a contributing member
* Participate as needed in strategic projects undertaken by Learning and Talent
* Build collegial and effective working relationships with Learning and Talent team, broader People and Culture Team and other national teamsand leaders as needed

**Develop a funding base (amount to be determined):**

* Develop and contact a list of potential donors
* Communicate with donors quarterly

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* Bachelor’s degree required
* 3 years supervision experience preferred
* Excellent training design, planning and delivery skills
* Minimum 3 years’ experience leading in regional, cluster or national settings
* Minimum 1 year’s experience equipping trainers in regional or national settings
* Strong interpersonal and communication skills
* Excellent leadership skills
* Diversity and Inclusion Skills:
	+ Demonstrated ability and commitment to work effectively in a diverse team environment
	+ Demonstrated value and vision for diversity and inclusion
	+ Experience in project management
* Ability to manage multiple tasks and priorities
* Capacity to work in a time-critical environment
* Ability to travel as determined

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**Values:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**Maturing Disciple of Jesus Christ:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**Team Work:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)