

## Associate Ministry Staff Coordinator - ALSC

InterVarsity Link

Position Description

Supervised by: Ministry Staff Coordinator  
Supervises: Assigned Link Staff  
Status: Full-Time or Part-Time/Exempt  
Location: NSC Madison, WI or remote

**To advance the purpose of InterVarsity Christian Fellowship/USA, this position will:** Hire and oversee assigned Link field staff, develop Christian community and ministry partnership with IFES leaders in assigned countries, develop relationships with InterVarsity regions and national movements to facilitate recruitment and ministry partnerships.

### 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
- Be committed to and live consistently with InterVarsity's Frame of Reference and Code of Conduct
- Engage in spiritual leadership through teaching, preaching, discipling, leading Bible studies, and/or prayer and worship services in a local church or worshipping community

#### Duties and Essential Job Functions:

- Participate in Link's mobilization efforts focused on sending qualified staff to meet requests from IFES movements.
- Select, hire, and place new Link staff in collaboration with the Link Leadership Team (LLT)
- Develop and administer new staff orientation and training prior to sending staff to assigned field placements; collaborate with IFES supervisors, Link Training Coordinator, and others to provide quality training and professional development
- Ensure regular and effective pastoral care for assigned Link staff through regular communication, response to quarterly reports, on-site visits, collaboration with IFES field supervisors
- Conduct regular check-ins and performance assessments of assigned staff
- Ensure that Link staff or family can connect to resources for spiritual direction, prayer ministry, life coaching, counseling and/or crises intervention as needed
- Develop relationships and partner with IFES leaders, Global Programs staff, and Study Abroad Coordinator
- Work collaboratively with and participate in LLT team gatherings
- Represent InterVarsity Link within InterVarsity/USA, with the IFES, and in the broader Christian community
- Pray regularly for staff and partners
- Follow Link's "Team Covenant" to foster positive working relationships within the LLT
- Submit monthly Reflection Sheets to supervisor
- Secure personal financial and prayer support:
  - Raise 100% of salary and benefits
  - Communicate frequently with prayer partners and donors
  - Adhere to InterVarsity/USA and InterVarsity Link Fund Raising and Deficit Policy guidelines

### QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ; abide by Code of Conduct; believe and behave consistent with InterVarsity's Human Sexuality Position Paper and Women in Ministry Statement of Affirmation
- Ongoing call to InterVarsity and mission of IFES

- Bachelor's degree
- 2+ years living in overseas and/or ministry/missions experience
- Demonstrated cross-cultural skills
- Demonstrated gifts in supervision
- Demonstrated gifts in strategy and networking
- Ability to organize events and the details involved
- Ability to take charge of tasks and work independently without close supervision
- Strong oral and written communication skills
- Ability to work under the pressure of deadlines
- Ability to maintain accurate records and files
- Open to learn new concepts, methods, and skills
- A demonstrated ability and commitment to work collaboratively in a diverse, remote team environment

## 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)