

Project Coordinator

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.

Campus Ministries (CM)
Position Description

Supervised by: EVP Field or Exec Director Field Operations
Status: Full-time / Exempt (administrative)
Location: InterVarsity's National Service Center - Madison, WI

POSITION SUMMARY

To advance the purpose of InterVarsity as noted above, this position will serve Campus Ministry's efforts to fulfill its mission and purposes of spiritual transformation of students and faculty through efficient management and development of CM projects/programs.

ESSENTIAL FUNCTIONS

Support the missional and spiritual vision of campus ministries and develop programs/projects as agreed to by the supervisor:

- Work with Executive Director of Operations, Field VP's, the EVP to develop/implement a wide variety of Campus Ministry programs and strategic initiatives with the needed operational support. These programs focus on the mission and purposes of InterVarsity to see the spiritual transformation of students and faculty, and the expansion of Campus Ministry efforts nationally
- Develop and oversee assigned projects related to the Field VPs, including content presentation, graphs, diagrams, that analyze and demonstrate the progress of ministry objectives and goals
- Ensure effective execution of assigned tasks, including the roll-out of various programs/projects
- Partner and communicate with National Service Center (NSC) departments to answer inquiries and create and nurture relationships that support CM's vision, strategy and programs/projects
- Partner with the Field VP's, their teams and Field staff as ministry programs for spiritual transformation and ministry expansion are developing
- Make recommendations to enhance current programs/projects
- Attend Field Ministry meetings, as requested, to continue project/program work, clarifying the development of each one over time
- Partner effectively with the Field Ministry Executive Assistant in accomplishing assigned tasks
- Provide assistance when requested by the Executive Director of Field Operations in the fulfillment of her/his objectives and needs

Assist with general administration:

- Comply with InterVarsity's policies and procedures
- Report monthly on assigned projects

Ministry Partner Development and Public Relations

- Develop prayer networks to support personal ministry
- Develop, cultivate, and maintain a ministry among partners who will fund InterVarsity
- Secure personal financial and prayer support to the level agreed upon with supervisor
- Represent InterVarsity within the broader Christian community

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Agreement (Doctrinal Basis and Purpose Statement). Abide by InterVarsity's Code of Conduct. Believe and behave consonantly with InterVarsity's Human Sexuality Theological Paper. Affirm and behave consonantly with InterVarsity's "Women in Ministry Statement of Affirmation"
- Bachelor's degree required
- Full-time work experience with a project orientation preferred
- Ability to understand and articulate the vision/mission of CM
- Able to travel for national meetings, as requested
- Ability to research/understand core issues and desired outcomes
- Effective oral and written communication skills
- Demonstrated proficiency in managing many details and complex projects
- Demonstrated ability and commitment to work and collaborate with others in a diverse team environment
- Ability to network, build partnerships and represent CM effectively
- Ability to take charge of tasks and work independently without close supervision
- Ability to work under the pressure of deadlines
- Open to learn new concepts, methods and skills
- A working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint) is preferred

Project Coordinator InterVarsity Christian Fellowship/USA

Frame of Reference

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

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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)