**Communications Assistant**

Advancement

Position Description

Supervised by: Assistant Director of MPD

Status: Non-Exempt, Part-time (5-10 hours/ week)

Location: InterVarsity’s National Service Center - Madison, WI (preferred)

**To advance the purpose of InterVarsity, this position will** assist with advancing MPD tools, resources, curriculum and strategies through effective communications for the National Ministry Partnership Development department.

**MAJOR RESPONSIBLITIES**

**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

**Provide communications assistance to the Assistant Director of MPD and the MPD Leadership Team:**

* Assist in managing the MPD website by uploading new resources, responding to comments on website, and providing suggestions and solutions to improve the site
* Study Google analytic trends on MPD website and help MPD team direct increased traffic to the site so that more staff benefit from its resources
* Assist with monthly prayer letter templates and resources (in Mailchimp)
* Work with Assistant Director of MPD to plan and execute weekly communications to release via all-staff emails, facebook posts, staff site
* Monitor the staff Facebook group for MPD related topics/issues and triage as available
* Partner with Assistant Director of MPD to project-manage and create new resources for MPD as requested by staff, staff directors or the MPD LT – this can include articles, videos, spreadsheets, infographics, etc.
* Update written resources to become digital and more aligned with current training
* Other duties as assigned

**Contribute to the effectiveness of the MPD Leadership Team:**

* Provide communications and administrative support for MPDLT as they run MPD trainings (i.e., handouts, PPTs, communications with participants)
* Partner with Alumni communications in partnering with Communications team to deliver national Alumni newsletters as well as creating more resources for field staff to communicate with alumni. This may require partnership with Emerging MPD Manager and Alumni Director in their programs
* Act as project manager on communications projects for the MPD Leadership team related to Communications/ 2100 team

**Develop a ministry partnership team:**

* Develop and maintain a ministry team among partners who will fund InterVarsity’s ministry
* Secure prayer support and agreed-upon amount of personal financial support
* Communicate with donors and prayer supporters at least quarterly
* Maintain expenses within allocated budget

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* Bachelor’s degree or equivalent education/experience
* Previous communications experience required
* Demonstrated commitment to dependability
* Open to learning new concepts, methods and skills
* Excellent working knowledge of Microsoft Software applications (Word, Excel, PowerPoint, and Outlook)
* Working knowledge of MailChimp and Zoom (or ability to learn new software)
* Working knowledge of Drupal 7 in order to help manage the MPD website (or ability to learn new software)
* Detail and task oriented
* Strong written and oral communication skills
* Proven ability to organize, prioritize and manage multiple tasks, workflow and details
* Proven ability to take initiative regularly, and work accurately with minimal amount of direct supervision
* Demonstrated ability and commitment to work in a diverse and collaborative 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)