

## Communications and Operations Director for Learning and Talent

### Position Description

Supervised by: Vice President, Learning and Talent  
Status: Full- Time / Non-Exempt  
Grade: 6  
Location: NSC – Madison, WI

**To advance the purpose of InterVarsity, this position will** provide administrative and operational support to the VP, Learning and Talent Department and also assist in completing regular communications initiatives with the Learning and Talent Department.

### MAJOR RESPONSIBILITIES

#### **Be a maturing disciple of the Lord Jesus Christ:**

- Maintaining spiritual disciplines for personal and ministry growth
- Modeling wisdom and maturity in the balance of family, church, and ministry life
- Traveling as needed for planning meetings or ministry events

#### **Administrative Leadership**

- Contribute to the effectiveness of the area and organization by:
  - Analyzing current department operating methods and proactively propose cost-saving and efficiency improvements to the Executive
  - Monitoring, coordinating, and managing events, projects, task forces, and committees, related to the department's goals, objectives, and mission, to include development and follow-up work as needed
  - Working with other teams and leaders to accomplish InterVarsity objectives
  - Providing high level administrative support to other Leadership Team members, as needed
- Assist in developing, monitoring and processing expense and credit card reports, office supply inventory, and financial reports, including the annual budget, to assure the accuracy of charges and manage spending within budget, including approving expense reports up to a limit established by the Executive
- Act independently on behalf of the Executive while serving as a liaison with various publics including other Executives, leaders, staff directors, and staff
- According to Executive's guidelines or independently, Design, organize, maintain, and archive a variety of complex processes, guidelines, schedules, paper and electronic files including confidential files, mailing lists, meeting minutes, and the Executive's contacts, database, and major donor lists
- Supervise logistical, support, and/or project staff on behalf of the Executive, as requested
- Perform other duties and projects, as assigned

#### **Organizational Communication Liaison and Strategies**

- Communicate with a wide variety of internal and external audiences, departments, and organizations on behalf of the VP, Learning and Talent and other members of the L&T Leadership Team
- Be proactive in enhancing communication with leaders and other staff, as appropriate
- Draft and keep records of various forms of correspondence and communications on behalf of the VP Learning and Talent and other members of the Learning and Talent Leadership Team
- Expedite team-wide communication on behalf of the VP
- Creating and updating relevant content and resources for Learning and Talent websites to better market the department's capabilities and services
- Participating in team meetings, creative brainstorming and evaluation sessions
- Working collaboratively with Learning and Talent Department staff members and other InterVarsity teams to design and develop communication tools

- Researching, updating, and editing historical Learning and Talent documents for print and web communications
- Assisting the VP, People and Culture Department, and other Learning and Talent leadership team members with the production and distribution of regular electronic communications for internal and external distribution

#### **Develop and maintain a funding base and prayer support**

- Raise a portion of salary in an amount or percentage agreed upon with the Executive
- Communicate regularly with current and potential donors, churches, prayer support team members, friends and family regarding ministry with InterVarsity

#### **QUALIFICATIONS**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's Degree
- Communication and Relational Skills
  - Strong evidence of high Emotional Intelligence competency
  - Demonstrated ability to navigate power and relational dynamics in a multi-layered organization
  - Demonstrated ability and commitment to work in a diverse team environment
  - Possess excellent social, verbal and written skills
- Organizational and Project Management Skills
  - Demonstrated exceptional organizational skills; detail oriented.
  - Project management skills, including the ability to monitor and coordinate a wide variety of reports
  - Ability to handle sensitive information in a confidential manner
  - Demonstrated commitment to dependability and maintaining a consistent presence in the office
  - Must be flexible and able to change priorities as the work demands
  - Ability to organize events, workflow, and the details involved and work under pressure of deadlines
  - Exhibits learning agility and is open to learning new concepts, skills, and methods
  - Ability to set priorities, make decisions, meet deadlines, and resolve complex problems independently
  - Ability to take initiative and work independently with limited direct supervision
  - Good analytical skills
- Demonstrated commitment to dependability and maintaining a consistent presence in the office
- Demonstrated ability to support the success of a senior leader and department
- A working knowledge of internet/web communications strategies
- One year of experience with communications responsibilities (internal or external) required; two or more years strongly desired.
- Minimum of two years of experience with significant administrative/operational responsibilities
- Prior experience with InterVarsity or other campus ministry would be highly desirable
- A working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint)

## 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)