Developer (Junior – Team Lead)

Position Description

Digital Services Team - Communications

Supervised by: Director of Digital Services

Supervises: None

Status: Exempt or Non-Exempt

Location: InterVarsity’s National Service Center (NSC) - Madison, WI (possible-telecommuting)

Levels: 6 – 9

MAJOR RESPONSIBILITIES:

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

* Seek Him and follow Him in every area of life
* Grow in love for God through the classic disciplines of the Christian life
* Model the Biblical lifestyle
* Develop and deepen your understanding of what it means to be a Christian Technologist

**Develop and maintain online applications and services:**

* Work with the Digital Services Team to build, maintain and improve online platforms, websites and online tools for Ministry
* Participate in team meetings, project brainstorming and evaluation sessions for assigned projects
* Assist with maintaining documentation, files, statistics, digital systems and services
* Assist with the project planning and the design and implementation of new ministry solutions

**Develop and maintain Communications and Marketing Technology:**

* Work collaboratively with other InterVarsity teams to design and develop communications tools
* Assist in building prototype systems to specifications in order to test and iterate on ideas
* Contribute to building and maintaining integrations between various technology platforms
* Assist in building frontend interfaces to backend systems

**Participate in the ministries of InterVarsity:**

* Attend and/or staff camps, conferences, global projects, chapter meetings, etc. as agreed upon with supervisor

**Contribute to the team effort:**

* Work to assure order and organization in systems, equipment and teamwork spaces
* Be responsible for good stewardship of time, equipment, and materials
* Work on special tasks related to the ministry of the Digital Services Team as assigned
* Maintain healthy relationships with Communications and Marketing team members
* Stay informed of trends in technology and keep up on best practices, and new technology
* Advance knowledge and skills through study, training, conferences, research and experimentation
* Contribute to successful projects using established project management methods

**Maintain sound financial status:**

* Raise personal support at the level assigned by supervisor
* Keep expenditures within budget
* Develop and maintain a small group of people who covenant to support your ministry with prayer
* Communicate regularly with donors and prayer support group

**QUALIFICATIONS:**

* Annually affirm InterVarsity’s Statement of Faith
* Commitment to Jesus Christ and a heart for students, electronic communication and the arts
* Commitment to growing relationships with God, his Word, his people, and the church
* Associate’s or bachelor’s degree, preferably in a Computer Science or technology related field
* 1 year of experience in web development
* Demonstrated skill in website building and web planning process
* Proficiency with HTML, CSS and JavaScript. Understanding of JavaScript framework preferred. (e.g. React, jQuery, Angular)
* Proficiency with at least one web programming language like PHP, Ruby or .NET
* Proficiency with basic concepts of a SQL-based query language
* Working knowledge of content management system like Drupal or WordPress
* Working knowledge of web usability, design and browser testing
* Working knowledge of a version control system such as GIT
* A working knowledge of current Microsoft Software applications (Outlook, Word, Excel, Access and PowerPoint) is preferred
* Ability to work well as part of a team as well as ability to be a self-starter and work independently
* Strong organization and time management skills. Ability to work well in a deadline driven environment
* Ability to relate well and maintain good communication with co-workers, field staff and other teams at the NSC
* Available to work 40+ hours and to travel at least two to three times a year. Willingness to work flexible hours
* Willingness to learn new things and think "outside of the box"
* Sensitivity to and willingness to work with diverse cultures and ethnicities

**JUNIOR DEVELOPER**

**Level 6**

Junior Developer has at least 1 year of experience in web development and has demonstrated skills in building websites with HTML, CSS and have comprehensive understanding of at least one programming language. The Junior Developer will assist with project brainstorming, evaluation sessions, the production of digital platforms and web projects and other assigned projects related to the web and technology.

**DEVELOPER I  
Level 7**

A Developer 1 is a more experienced developer who has at least 3 years of experience in web development and has demonstrated proficiency in digital platform and web development and has some experience leading web projects. In addition to the responsibilities listed above, the Developer 1 will occasionally take the lead on project brainstorming, evaluation sessions, and project documentation for assigned projects. This individual has moved from an assisting role with and will now complete basic tasks with no assistance.

**DEVELOPER II**

**Level 8**

A Developer 2 will have the same responsibilities as a Developer 1. In addition to the qualifications for the Developer 1, a Developer 2 must have at least 5 years of experience in digital platforms and web development and demonstrated skills in project planning, project leadership, and customer service. Developer 2 will also assist in onboarding and training of Junior Developers and Interns. This position will also research and adapt technology for ministry use. A Developer 2 will provide technical consulting to the Ministries, ITS and the Communications and Marketing departments of InterVarsity. This individual has moved from basic proficiency to full proficiency.

**TEAM LEAD (STAFF DIRECTOR)**

**Level 9**

Supervised by Director of Digital Services, Supervises Junior Developer – Developer II. A Team Lead must have at least 8 years of web development experience as well as a demonstrated mastery and ability to coach others in all aspects of the web development. In addition to the responsibilities above, a Team Lead will organize and lead the team on a day to day basis. The Team Lead will set the production schedule and assign tasks in collaboration with the project manager. This individual will also provide mentorship and training in web development, best practices, client management, as well as new technology and techniques. A Team Lead is responsible for the end-to-end development of InterVarsity’s web systems and delivery of projects in a timely fashion. While serving in this role, an individual will also develop, maintain, and industry standard best practices, while keeping a pulse on day-to-day activity, any conflicts, or delays that are affecting the development process or eroding values of team, excellence and love.

# 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)