## bw logoAdministrative Assistant, InterVarsity Link

## Position Description

Supervised by: Director of InterVarsity Link

Supervises: Office volunteers

Status: Full-Time / Non-Exempt

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

**To advance the purpose of InterVarsity Christian Fellowship/USA, this position will** organize and manage all details, logistics, and materials for the InterVarsity Link supervisory and service team to aid InterVarsity Link field staff in their ministry. InterVarsity Link is InterVarsity Christian Fellowship/USA's connection to student ministry in the International Fellowship of Evangelical Students (IFES).

**MAJOR RESPONSIBILITIES**

**Provide Administrative Coordination and Support for InterVarsity Link:**

* Coordinate the development of a new Link Staff Coordinator Handbook and keep it up to date
* Coordinate all logistics for the Orientation for New Link Staff each June, under the direction of the Link Director of Training
* Coordinate Link Leadership Team and Link Staff Coordinator meetings, conference calls and visits as needed, taking notes, transcribing information, and distributing copies as needed
* Oversee the Link Staff Handbook and policy manuals so that Link policies and procedures are up to date and easily accessible
* Provide administrative support for directors of other Link events such as debriefing and training meetings
* Develop and organize systems for resources, supplies, storage, etc.
* Promptly respond to all inquiries about InterVarsity Link
* Help coordinate the travel schedules of Link Leadership Team members

**Provide Administrative Support for the Director of InterVarsity Link:**

* Handle Director’s e-mail and postal correspondence as requested
* Oversee all aspects of the Director’s calendar and appointments
* Accomplish specific projects as assigned by the Director

**Provide Administrative Support for Link Staff Coordinators (LSC’s):**

* Develop and organize folders, virtual files, and hard files so that the LSC’s can easily access information about their supervisees
* Support the LSC’s as they lead the Link application, hiring, and sending processes
* Answer inquiries from Link staff overseas promptly and accurately or pass the inquiry on to the appropriate LSC
* Administrate the signing, storage, updating, and dissemination of Secondment Agreements for each Link field staff person
* Work with the LSC’s to manage up-to-date lists of potential Link recruits

# Provide Administrative Support for InterVarsity Link Communications & Promotions:

* Manage logistics for Link’s presence at national and international events
* Respond accurately and appropriately to inquiries from parents, churches, and donors
* Produce and send monthly letter to Link staff
* Help coordinate the monthly Link prayer meeting in the NSC for Link field staff
* Coordinate development, ordering, managing and distribution of all promotional items
* Work with Link USA-based staff to InterVarsity/USA who are going to camps and conferences to promote Link; make sure they have the proper display and publicity items
* Help develop and oversee Link’s presence in the “new media”- the Link website, Facebook page, twitter IFES prayer requests, etc.
* Work with the LSC’s to gather ministry stories to be used both nationally and internationally

**Act as a Liaison to other InterVarsity departments and teams in the NSC:**

* Act as a liaison between Link, Link staff and other InterVarsity departments such as Human Resources, Accounting, Income, Information Services, and Legal
* Ensure communication of Link crisis management issues to Overseas Crisis Management Team

**Help Coordinate InterVarsity Link’s relationship to the IFES:**

* Work with the Director of InterVarsity Link to coordinate Link’s relationship to IFES senior leaders
* Coordinate InterVarsity Link’s relationship to IFES/USA maintaining close contact with leaders and administrators of IFES/USA
* Coordinate InterVarsity/USA’s participation in the IFES World Student Day each October
* Coordinate the Missions Department’s selecting, training, and sending delegates from InterVarsity/USA to the IFES World Assembly
* Serve the leadership of the IFES World Assembly with administrative support on site as requested
* Take at least one trip a year to an IFES movement to visit Link staff and IFES leaders there and see firsthand how InterVarsity Link intersects with IFES movements

**Assist the team in ministry partnership development (MPD):**

* Work with the Director to develop regular communication with Link alumni, donors and other audiences
* Develop a personal prayer and financial support team
* Raise a portion of salary in amount or percentage agreed upon with the Director
* Adhere to Missions Department MPD guidelines

**QUALIFICATIONS:**

* Annually affirm InterVarsity’s Statement of Faith
* Bachelor’s degree or equivalent experience required
* Demonstrated ability to work with lists and details and complete projects on time
* Effective and courteous oral and written communication skills
* Ability to develop procedures for doing work
* Ability to take charge of tasks and work independently without close supervision
* Ability to organize events and the details involved
* Ability to maintain accurate records and files
* Ability to confidentially handle financial and personal information
* Ability to solve problems within complex systems and relationships
* Ability to work under the pressure of deadlines
* Open to learning new concepts, methods, and skills
* A demonstrated ability and commitment to work in a team environment
* A working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint) and entry level knowledge of HTML and Drupel strongly preferred
* Previous experience in missions (short term or long term) preferred
* Previous experience in InterVarsity as a student, staff, or volunteer preferred

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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)