

## **Program Assistant**

Urbana 18 (Program Team)

Position Description

Supervised by: Program Director

Supervises: Urbana administrative staff, volunteers and interns as needed

Status: Part-Time or Full-Time / Non-Exempt; ending March 31, 2019

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

**To advance the purpose of InterVarsity, this position will** assist the Program Director in all areas of the Urbana project, coordinate administrative support for the Urbana 18 Program team, and assist in achieving established Urbana objectives. The Program Assistant will have either a plenary or non-plenary focus.

### **MAJOR RESPONSIBILITIES**

#### **Assist the Program Director and Program Team:**

- Support the work of the Program Director and Program Team members in Urbana Program related projects
- Participate in appropriate Urbana and NSC meetings and events
- Contribute to the Urbana 18 Program Team
- Update and maintain program development timelines
- Assist the Program Director in distributing program information that needs to be published in print and on the web; collaborate with Urbana Program Team, Urbana Communications team, Urbana Operations team, and 2100 in delivering such information in a timely and student-friendly manner
- Take minutes in meetings as needed, recording decisions, preparing and distributing to respective groups
- Provide general office services including but not limited to faxing, copying, filing, answering phones, coordinating travel arrangements and itineraries, handling correspondence, email and phone messages, and preparing other communication from notes, emails and rough drafts.
- Take initiative to work with people and groups, set meetings, prepare advance information to accomplish Program Team responsibilities.
- Travel to event sites to execute operational, administrative and hospitality details

#### **Independently manage logistics for Urbana program:**

- Assist in determining and implementing Urbana 2018 on-site program logistics, including: identifying meeting sites, handling travel, organizing housing, meals, budgets, and personnel schedules
- Coordinate logistics that enable key Urbana and InterVarsity leaders, multi-ethnic advisors, mission agency leaders, pastors, and appropriate Urbana committees to have access to pertinent program plans and information.
- Ensure that timely and informed decisions are made regarding seminar changes onsite, whether to speaker, location, or time, and that those changes are appropriately communicated to attendees
- Organize logistics for conference planning events, committees, and consultations, including identifying meeting sites, handling travel, organizing housing, meals, and schedules
- Exercise independent judgment in managing program event logistic budgets
- Organize travel arrangements
- Research speakers, track leaders, seminar leaders, testimonials, and exhibitors as requested
- Organize volunteers
- Supervise student interns and volunteers with Urbana program as needed

#### **Communicate information to InterVarsity staff and other contacts:**

- Respond, delegate, route voice mail and e-mail inquiries in a timely manner
- Contact vendors with details for travel, housing, meals, and schedules
- Develop standard letters in response to frequently asked questions
- Coordinate communication with various individuals and groups, including speakers

#### **Contribute to the effectiveness of teams:**

- Work in partnership within the program team and with other teams on specified events

- Monitor monthly financial printouts to ensure the accuracy of charges and manage spending within budget
- Assist in developing and implementing a staffing plan and job descriptions for staff
- Accomplishing tasks by agreed-upon deadlines according to Urbana timeline
- Organize and send materials as needed
- Ensure that all personnel with program responsibilities are appropriately thanked after the convention
- Work cooperatively with other Urbana team members in a manner that reflects Biblical values
- Pray regularly for all aspects of Urbana

**Develop a funding base (amount to be determined):**

- Develop and contact a list of potential donors
- Communicate with donors, churches, prayer support team, potential donors, and other friends and family regarding ministry with Urbana and InterVarsity quarterly
- Raise agreed upon percentage of salary and benefit package
- Maintain excellent financial records

**QUALIFICATIONS**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent experience is required
- InterVarsity experience preferred
- Previous Urbana attendance preferred
- Cross-cultural experience preferred, in addition to an understanding of cross-cultural dynamics and the development of missions skills
- Experience with research techniques
- Organizational skills, ability to prioritize and manage multiple priorities
- Self-starter
- Works independently and with maturity
- Ability to communicate well with a variety of people and commitment to work in a diverse team environment
- A working knowledge of Microsoft Software applications (Word, Access, Excel and PowerPoint)
- Ability to handle information in a confidential manner
- Capacity to work well under stress and function under pressure
- Ability to stand for long periods of time; mild lifting under 15 pounds
- Attendance at Urbana 18 required; pre-Urbana onsite preparatory travel to St. Louis as needed (15% maximum per month)

# Urbana 18 Program Assistant 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)