

# Global Engagement and Mobilization Operations Director

# INTERVARSITY

Global Engagement and Mobilization (GEM)  
Position Description

Supervised by: Director of GEM  
Supervises: Administrative Staff, as delegated  
Status: Part-Time (20 hours) Non exempt  
Location: Pacific Region or NSC preferred

**To advance the purpose of InterVarsity, this position will** provide administrative support, facilitate communication, and assist with special projects for Global Engagement and Mobilization (GEM).

## MAJOR RESPONSIBILITIES

### **Provide administrative support for Global Engagement and Mobilization Team:**

- Respond to GEM voice mail, e-mail and postal mail correspondence
- Manage Director's Schedule as requested
- Develop and maintain GEM web resources and respond to requests for information
- Assist GEM director in the organization and follow up of team conference calls
- Assist the Director of GEM as a project manager on various projects as needed
- Develop and manage contracts and communication with Legal
- Partnering with accounting on matters relating to budgets and expensing.
- Work with GEM to coordinate Missions Department (MD) presence at national and international events
- Generate newsletters, emails, and reports as needed

### **Organizational Communication and Collaboration:**

- Develop and maintain internal communication plan collaborating with all MD teams
- Develop and maintain external communication plan collaborating with IFES, IFES/USA, and IVCF/USA.
- Manage communication regarding Regional Consultant and Mission Champion teams
- Pursue knowledge of current InterVarsity field trends
- Maintain viable knowledge base regarding MD proposals and endeavors
- Keep up with social media
- Stay current with national and international mission trends
- Review and make appropriate contributions regarding MD goals and results

### **Ministry Partner Development and Public Relations**

- Raise a team of partners to fund budget
- Raise a team of prayer partners
- Work with GEM Director to create MPD plans for special projects
- Communicate regularly with ministry partners through newsletters, social media, and prayer requests
- Assist GEM Director as needed with partner communication

### **Contribute to the effectiveness of the Mission Team and the National Service Center:**

- Work to integrate GEM efforts with other Mission Dept teams
- Serve as a member of the Mission Team, as appropriate
- Work in partnership with other teams in the NSC
- Participate in national events as appropriate
- Attend workshops and classes as necessary

### **Knowledge/Skills/Abilities**

- A working knowledge of major social media outlets (such as Facebook, Twitter and Instagram).
- A working knowledge of Microsoft Software applications (Word, Excel)
- Strong oral and written communication skills (including phone skills, use of messaging and Skyping)
- Ability to organize events, manage details, and maintain accurate records and files
- Ability to take charge of tasks and work independently under the pressure of deadlines

- Ability to work evenings and weekends as needed
- Ability to learn about managing website content (knowledge of Drupal preferred)

**QUALIFICATIONS**

- Annually affirm InterVarsity's Statement of Faith
- Bachelors degree or equivalent in education or equivalent experience
- Five (5) years campus ministry experience
- Four (4) years previous administrative, and event management experience preferred
- 1yr experience in cross-cultural engagement
- Overseas experience preferred
- Availability for travel up to 10% domestic and international

# **GEM Operations Director 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)