

# Ministry Staff Coordinator - Link (LSC) for Latin America

**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.

## POSITION DESCRIPTION

Supervised by: Director, InterVarsity Link  
Supervises: Link Staff in Latin America  
Status: Full-Time / Exempt  
Location: To be determined

## POSITION SUMMARY

To advance the purpose of InterVarsity Christian Fellowship/USA, this position will:

- Recruit, select, train, and provide member care for InterVarsity Link field staff – Student Ministry Leaders, Ministry Team Leaders, and Senior Ministry Specialists,
- Develop a sense of Christian community and ministry partnership with leaders in Latin America,
- Develop relationships within InterVarsity Christian Fellowship/USA Regions and Areas to facilitate recruitment and ministry partnerships with IFES regions and national movements

## MAJOR RESPONSIBILITIES

### Spiritual Growth:

- Be a maturing disciple of Jesus Christ, growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world by:
  - Practicing daily spiritual disciplines
  - Pursuing spiritual relationships and involvement in a worshipping community
  - Continuing learning and growth in spiritual understanding, biblical knowledge, ministry experience and skills
- Engage in spiritual leadership through teaching, preaching, discipling, leading Bible studies, and/or prayer and worship services in a local church or worshipping community

### Provide Quality Member Care for InterVarsity Link Field Staff

- Recruit New InterVarsity Link Staff:
  - Speak about InterVarsity Link and IFES in various contexts
  - Develop strong, trusting relationships among InterVarsity staff directors and staff to promote recruitment of staff and students for Link and ministry partnerships with the IFES
  - Participate with the Link Leadership Team (LLT) in the process of following up with recruits
  - Be aware of specific opportunities for Link staff to serve IFES Movements and regions.
- Select and Place New InterVarsity Link Staff
  - Develop relationships with applicants to help guide them in their journey towards service with InterVarsity Link
  - Work with the LLT to review applications, interview applicants, and call references
  - Work with IFES leadership to identify a placement for the applicant
- Orient and Train New InterVarsity Link Staff
  - Work with the Link Training Coordinator on the Link Orientation event

- Work with the Link Training Coordinator to provide other training and/or resources for the new Link staff (as needed)
- Encourage and coach (as needed) the new Link staff in their initial ministry partner development and additional training that may be required
- Supervise InterVarsity Link Field Staff
  - Ensure regular, effective pastoral care for Link field staff and coordinate on-site supervision and care with IFES supervisor
  - Initiate regular communications with staff via phone, Skype, and email
  - Visit the supervisory region regularly for on-site pastoral visits and connecting with IFES leaders in the region
  - Intervene in team conflicts or personal problems when requested
  - Collaborate with IFES Supervisors, the InterVarsity Link Training Coordinator, and other training or education programs to help provide quality training and professional development for InterVarsity Link staff
  - Help ensure that the Link Field Staff person or family can connect to resources for prayer ministry, life coaching, psychological counseling, and/or crisis intervention when needed.
- Provide administrative services and financial management that enables InterVarsity Link staff to flourish in their placements
  - Interface when needed with InterVarsity departments that serve Link staff such as the Missions Department, HR, Income, Accounting, Legal, etc.
  - Ensure adherence to Link and IFES policies, procedures, reporting requirements and financial guidelines, review and authorize budgets and expense reporting
  - Oversee staff ministry partner development plans and provide encouragement and coaching to help the staff remain in good financial standing

**Partner with and serve IFES in Latin America:**

- Build strong, trusting relationships with IFES Regional Secretary, the Regional Team, and General Secretaries of the IFES movements in Latin America
- Identify opportunities for InterVarsity Link staff to serve in the region
- Attend Regional and national conferences at the request of the Regional Secretary or General Secretaries
- Offer training and coaching not only to Link staff in the Region(s) but also to regional and national IFES Staff if requested
- Be available to the Regional Secretary to help intervene or moderate team conflicts or personal problems of the Link staff if requested.
- Be open to other ways of serving Latin America which the Regional Secretary(ies) may request.

**Contribute to the Effectiveness and Team Life of the Link Leadership Team (LLT)**

- Participate in all LLT team meetings, conferences, retreats, etc. as well as Ministry Staff Coordinator (LSC) meetings
- Work collaboratively with other LLT members in Link's recruiting, selecting, hiring, training, member care, and debriefing activities and programs.
- Abide by LLT policies and commitments
- Be willing to take on other responsibilities (i.e. helping with web development, recruiting, administration) as needed and as gifts and experiences dictate

**Secure personal financial and prayer support:**

- Raise 100% of salary and benefits
- Communicate frequently with prayer partners and donors
- Adhere to InterVarsity/USA and InterVarsity Link Fund Raising and Deficit Policy guidelines
- Represent InterVarsity Link within InterVarsity/USA, with the IFES, and in the broader Christian community

## **QUALIFICATIONS**

- Annually affirm InterVarsity's Statement of Agreement (Doctrinal Basis and Purpose Statement). Abide by InterVarsity's Code of Conduct. Believe and behave consonantly with InterVarsity's Human Sexuality Theological Paper. Affirm and behave consonantly with InterVarsity's "Women in Ministry Statement of Affirmation"
- Ongoing call to InterVarsity and the mission of the IFES
- Bachelor's degree
- 2+ years living overseas or its equivalent
- Ministry/missions experience including the ability to communicate spiritual vision, teach spiritual and biblical principles, plan ministry programs, and spiritually disciple, coach and mentor
- Demonstrated cross-cultural skills
- Demonstrated gifts in coaching, pastoral care, and training
- Ability to supervise staff who are long distances away and living in high stress environments
- Ability to organize ministry and training events
- Ability to take charge of tasks and work independently without close supervision
- Strong oral and written communication skills
- Ability to work under the pressure of deadlines
- Ability to maintain accurate records and files
- Open to learn new concepts, methods and skills
- A demonstrated ability and commitment to work collaboratively in a diverse, distributed team environment
- A working knowledge of Microsoft software applications (Word, Access, Excel, and PowerPoint)

## Frame of Reference

### InterVarsity Christian Fellowship/USA

All staff members subscribe annually to the Purpose Statement of InterVarsity:

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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)