

Posted: 07/13/2018

Annual Salary Range: \$31,483.00-\$34,981.00

Status: Full-time -beginning August 20, 2018



The College of Idaho invites applications for a **Ministry Coordinator II, Christian Community and Programing.**

The College of Idaho is a member of the Association of Presbyterian Colleges and Universities (APCU). We support a thriving, voluntary, multi-denominational Christian program, active Catholic programming in partnership with the Catholic Diocese, LDS Institute, an endowed Jewish chair with speakers and programs, academic Major and Minor in Religion, numerous all-campus lectures on faith and culture, and regular interfaith activities and programs.

We promote a campus environment of unrestricted academic inquiry, free religious expression, and a campus society in which diverse faith perspectives are practiced with dialogue and respect. Our education integrates head, heart and hands. We emphasize education for vocation – building a flourishing life that contributes to a more peaceful, just and thriving world.

The Christian Community mission is to call, support and equip students to cultivate a life-long journey of Christian discipleship that is winsome, resilient, and generative, empower students to develop Christian community and life-long, faith-enriched friendships, and assist students to discern a vocational direction for their life.

The Ministry Coordinator II translates the vision and goals of the Christian community program in meaningful ways for the campus. They call, mentor and empower students and adults into engaged discipleship and transformed lives; impart and nurture vision; nurture intra-denominational and intra-religious dialog with creativity and sensitivity; and build sustaining programs and structures.

Essential Functions

The specific focus of this position will be working with college students, in the context of the various ongoing programming within the Christian community program. The Ministry Coordinator II will work collaboratively with other staff (taking the point on some projects, and assisting on all other projects) to achieve programming goals in the following areas:

- Incarnational contact and outreach
- Small group ministry
- Student leadership training and development
- Student community-building
- Weekly Large group gathering
- Cross-cultural service programs
- Participate in Student Life staff at The College of Idaho
- Admissions and orientation

Knowledge, Skills, and Abilities

- Demonstration of life skills such as: ability to develop rapport with diverse groups of students, effective listening, delegation, responsibility, service, creativity, energy, and time management
- Ability to work with diverse groups (including religious diversity) in a sensitive and professional manner
- Ability to work independently, under supervision, and as a part of a team

- Ability and willingness to work flexible and nontraditional hours (up to 50+ hours a week including evenings and weekends)
- Knowledge of Microsoft Office suite
- Excellent communication skills, both oral and written, in English
- Ability to maintain a high level of customer service
- Must be self-motivated, willing to work independently
- Detail oriented while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity
- Ability to travel continental and international on occasional service trips

Qualifications

- BA or equivalent
- Leadership experience in a college ministries setting or equivalent
- A passion for Christian discipleship that is demonstrated in inter-personal relationships
- Connection and commitment to a local Christian church, and ability to relate to and support students from evangelical, mainline and catholic traditions
- Ability to work in an intra-denominational, intra-faith and secular setting with creativity and sensitivity
- Supervisory skills necessary to follow up and monitor activities which are assigned or delegated to others
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.