

## Job Description

<b>Job Title:</b>	Director of Community Ministries
<b>Job Status:</b>	Full time, exempt
<b>Reports To:</b>	VP for Spiritual Development
<b>Location:</b>	Nicholson Commons
<b>Summary:</b>	Provide administrative leadership to areas of student ministry and community ministry opportunities.

### Responsibilities

- Serve as advisor to Student Ministries to facilitate all aspects of the program.
- Oversee recruiting and training of Student Ministries leaders and participants.
- Supervise quality control of all Student Ministries events and organizations.
- Administer budget supervision of all Student Ministries related accounts.
- Supervise networking efforts of Student Ministries staff and student leadership with local churches and agencies in the city.
- Provide leadership for networking of Student Ministries efforts between academic departments and the Office of Spiritual Development.
- Administer a cooperative effort with the PLNU faculty for community engagement experiences.
- Work in collaboration with assigned Academic Dean and academic departments for the program development of Community Classroom.
- Oversee all logistical aspects of Community Classroom.
- Maintain and build community relationships.
- Administer oversight of advertising and recruiting of CC students.
- Maintain healthy relationships with pastoral staff of Mid City Church of the Nazarene.
- Collaborate with Mid City pastoral staff on logistics of CC rental property.
- Assist VP of Spiritual Development as a member of the campus pastoral team and other duties as needed.

### Qualifications

- Master's degree in Religion, Educational Leadership, or related field is preferred. Bachelor's degree required.
- A minimum of five years pastoral or related ministry leadership experience.
- Significant experience working in a multi-cultural urban setting.
- Understanding of and commitment to the spiritual mission of the university.
- Ability to relate to and understand contemporary university students.
- Ability to communicate and work collaboratively with university faculty, staff, students and community partners.
- Strong organizational and administrative skills and experience.
- Cross-cultural, urban, and compassionate ministries understanding and experience.
- Positive, friendly attitude and the ability to function effectively with colleagues as part of a professional Spiritual Development team.

**Physical Requirements**

- Sitting for periods greater than one hour. Use of computer equipment: computer keyboard, mouse, and monitor. Vision to read documents, e-mail and other correspondence, and reports on paper and computer monitor. Hearing and speaking to communicate effectively with others in person and by phone. Will also stand, stoop, push, pull, and lift up to 10 lbs throughout the day.

**Supplemental Questions**

1. Describe your ministry experience in a multicultural setting. What challenges and rewards did you experience and how did you respond and approach these experiences?
2. Share about your experience with merging academics and practice. What role did you play? Describe how you overcame obstacles.
3. How have you mentored others in ministry? What is your leadership style?
4. Explain how you would approach urban community development. What has worked and not worked for you in the past?
5. [Diversity question]