

## JOB DESCRIPTION

**Job Title:** Director of International Ministries  
**Job Status:** Full time, exempt  
**Reports to:** Vice President for Spiritual Development  
**Location:** Nicholson Commons  
**Summary:** Direct and give leadership oversight to PLNU's international Christian mission programs and staff. Maintain high quality partnership relationships with ministry hosts around the world. At Cabinet request, promote and strategize the development of PLNU international initiatives.

### Responsibilities:

- Promote Christian mission engagement, cross-cultural service, and the value of diversity to the PLNU community. Serve on committees, encourage students, and participate in outreach to the general student population such as the First Year Experience.
- Collaborate with study abroad, multicultural student center, and other campus centers to cast vision for future PLNU international initiatives.
- As requested by cabinet, provide leadership and promote connection to the International Church of the Nazarene in the development of new international opportunities for PLNU.
- Ensure financial responsibility and sound budget planning for all mission programs and department outreach activities. Ensure secure and accountable cash handling for mission teams.
- Represent PLNU in numerous cross-cultural ministry partnership relationships in Northwest Baja California, Mexico and around the world. Seek reciprocal opportunities to welcome our hosts here at PLNU and involve them in campus life, chapel, reunion events, and classes. Connect hosts with churches in San Diego and the Southwest educational region of the Church of the Nazarene.
- Maintain a strong relationship with Church of the Nazarene International and particularly its Global Mission department. Attend church conferences and meetings, make periodic site visit travel. Host Global Mission leadership at PLNU annually for the Cross-Cultural Orientation mission training weekend.
- Select and approve ministry host site invitations with an eye for ministry integrity, strategic partnership development, local youth participation, diversity, safety, and geopolitical events.
- When possible, coordinate medically focused LoveWorks teams or other teams that align with host requested skills, sport teams, or campus interest groups.
- Respond and problem solve crises related to international travel, student behavior, geopolitical events, accidents, and illness. Coordinate medical response, insurance claims, communication with family/emergency contact, and early return travel for any student or volunteer co-leader in serious crisis.
- Remain abreast of international political news, events, and trends with a particular focus on social justice, human rights, war/violence, and other issues which may impact the church and host partner sites.
- Recruit, select, and train LoveWorks volunteer team co-leaders. Maintain a professional application process with interest meetings, outreach, appropriate forms, and interviews. Provide volunteer management, resourcing, appreciation, and debriefing throughout the eight month LoveWorks program year. Provide CPR/A&E Aid training for leaders.
- Recruit LoveWorks student team members through the development of print, web and film marketing materials, presentation in chapel, interest meetings, residence hall visits, and oversight of web-based application process

- Send and receive LoveWorks teams at PLNU and the airport during the summer. Monitor teams during travel and communicate with family/friends. Remain 24 hours on call in case of emergency at home or abroad.
- Supervise the associate director of international ministries. Oversee the Ministry With Mexico program of student-led day trips, Fall Break Build, Spring Break Build, Border Pilgrimage, and other programs in Mexico.
- Supervise the international ministries assistant.
- Supervise and mentor 1-4 student interns as they support LoveWorks training, retreat, and pre-departure logistics.
- Collaborate with various PLNU support staff including accounting and finance, student development, wellness center, physical plant, media services, motor pool, which provide services necessary for the implementation of programs.
- Collaborate with external service providers such as travel agencies, insurers, airlines, foreign embassies and consulates.
- Conduct and annually report on program assessment based on established learning outcomes. Track and report program participation levels.
- Continuously evaluate issues related to the safety and liability of programs.
- Continuously refine training concepts based on program learning and assessment. Improve training modalities and presentation quality for maximum program impact.
- Maintain strong communication with parents in programs where direct contact is not allowed.
- Co-lead international student re-entry program "Baggage Claim" in cooperation with study abroad.
- Lead the Summer Ministry Internship program with the Hawaii Pacific and Northern California Districts of the Church of the Nazarene. Provide host and student recruitment and application process. Conduct interviews and make placements. Maintain program handbook and conduct student training. Remain in contact with students and ministry hosts during the summer. Conduct a site visit/intern retreat mid-summer. Debrief students and hosts in the fall.
- Lead campus-wide compassionate ministry awareness initiatives such as Lent Giving Campaign in conjunction with host partners. Direct a student/staff committee to design and implement an offering and awareness campaign.
- Oversee the GradWorks program by promoting opportunities for post-undergraduate ministry. Recruit and train graduating PLNU students. Host partner organizations for campus visits and informational sessions. Maintain a strong relationship with the Nazarene Office of Volunteerism. Assist students in the planning and preparation for GradWorks assignments and maintain regular contact with GradWorks participants.
- Serve as contact person for mission groups desiring access to the PLNU campus. Determine which groups should be allowed to visit campus and coordinate their visits.
- Serve as a resource to staff and faculty interested in taking their students on international service trips.
- Support the University chapel program through regular presence, speaking, platform and altar ministry, and greeting the student body. Lead in re: focus and class chapels.
- Assist VP of spiritual development as a member of the campus pastoral team and other duties as needed.
- Other functions as assigned by the vice president.

**Knowledge of:**

- University and program vision, mission, goals and objectives.
- Cross-cultural collaboration and the value of diversity in teams.
- Christian missions history with a special knowledge of short-term missions and potential risks/pitfalls.
- The Church of the Nazarene's global leadership structure, regional administration, and polity.
- Compassionate ministry and a "first do no harm" approach.
- Interpersonal skills using tact, appropriate maintenance of privacy, patience, and comtesy.
- Microsoft Office suite, including PowerPoint, Excel, and Access.
- Basic budgeting practices regarding monitoring and control.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Fluency in another major world language (preferred).

**Ability to:**

- Understand and commit to the spiritual mission of the university.
- Relate to and understand contemporary university students and common issues they face.
- Organize and administrate multiple programs, projects, and deadlines simultaneously.
- Speak publicly and lead multi-modal participatory training.
- Maintain a positive, friendly, and professional attitude in all communication.
- Collaborate with the shared work of the spiritual development and campus pastoral team.
- Work flexible hours, including some nights, weekends, and domestic/international travel.

**Education and Experience:**

- A minimum of Master's degree in Religion, Educational Leadership, or related field.
- Cross-cultural, missions, and compassionate ministries understanding and experience.
- Experience in volunteer management.
- Experience working with college aged persons.

**Physical Requirements:**

- Sitting for periods greater than one hour.
- International travel by air and land.
- Use of computer equipment: computer keyboard, mouse and monitor.
- Hearing and speaking to communicated effectively with other sin person and by phone.
- Will also stand, stoop, push, pull, and lift up to 50 lbs.