Position Description

Position: Program Coordinator, Institute for Youth Ministry
Department: Office of Continuing Education
Full-time or Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PT Sem Office Hours; flexible/variable based on programming needs; remote-friendly position
Reports to: Director of the Institute for Youth Ministry

Job Purpose: The Institute for Youth Ministry (IYM) at Princeton Theological Seminary forms Christian leaders for thoughtful, just, and creative ministry with young people. The purpose of this role is to oversee and manage a grant-funded initiative which has two main elements: (1) coordinating and refining our congregational program that helps Christian leaders design new forms of youth ministry in their contexts, and (2) building and managing a suite of theologically-grounded resources for youth ministry practitioners.

The Foundations Project is the IYM’s research initiative funded by the Lilly Endowment, Inc., designed to develop and sustain a cohort-based innovation program as part of the regular offerings of the IYM, which will aid in the research and development of a suite of resources for Christian leaders doing youth ministry. The Program Coordinator will report to the Director of the Institute for Youth Ministry and will work in close collaboration with the Associate Dean of Continuing Education, the principal investigator of the Foundations Project.

ESSENTIAL FUNCTIONS:

Administrative Leadership

- Works collaboratively with the IYM staff to organize online and in-person events pertinent to the project’s objectives and activities.
- Works collaboratively with the Post-Doctoral Research Scholar to develop and manage research process for ongoing development and assessment of programs and resources.
- Works collaboratively with IYM and Continuing Education staff to develop and manage marketing strategies to engage new audiences in a cohort-based innovation program.
- Organizes and manages workflow of collaborative process for creating theologically-grounded resources.
- Collaborates with colleagues in Continuing Education on events and programs and, when needed, provides logistical and administrative support for Continuing Education programs.
- Drafts and submits preliminary budget and narrative reports related to project activities, working closely with the Business Manager in the Office of Continuing Education, the Associate Dean of Continuing Education, and the Director of Foundation Relations in the Office of Advancement.
**Program Leadership**

- Communicates and interprets the purpose and goals of the Foundations Project (i.e., a cohort-based innovation program and related resources) to ecclesial, organizational, and academic bodies in order to strengthen networks, promote the program, and recruit participants.
- Manages the curriculum design process for a cohort-based innovation program for Christian congregational leaders who work with young people.
- Manages the application process for the program, reviewing applications and references.
- Launches and runs a minimum of one (1) cohort in the first year and oversees a process of scaling the program to a sustainable model over time.
- Administers, assesses, and edits the various learning components of the program, including synchronous and asynchronous in-person, online, and hybrid courses and events.

**Institutional Support**

- Forms and maintains positive relationships with faculty, administration, staff, and students of Princeton Theological Seminary.
- Collaborates with the IYM and Continuing Education staff to share and to learn best practices and expertise with and from colleagues and students at Princeton Theological Seminary.
- Participates in Seminary events, programs, and initiatives as agreed upon with Supervisor.

**Leadership and Network Responsibilities**

- Prioritizes and implements practices of inclusion and hospitality to every person in the wider Princeton Theological Seminary and IYM community, including participants, leaders, colleagues, collaborative partners, and students.
- Cultivates and nurtures relationships with key leaders in the wider academic and youth ministry ecology, including leaders in similarly-oriented organizations, established and emerging scholars, funders, and partner institutions.

**Supervisory Responsibilities**

- Recruits, trains, supports, and supervises project-related student staff according to program, event, and project needs.
- Meets regularly with student workers and manages onboarding, logistics, and performance.
- Supports and contributes to hiring efforts that meet operational and missional needs for the IYM and Continuing Education.

**OTHER FUNCTIONS:**

- Other duties may be assigned by the Director of the IYM.

**QUALIFICATIONS & SKILLS**

- Bachelor of Arts, with concentrations in communication, business administration, public administration, entrepreneurship, or related fields preferred.
- Minimum 3 years’ experience in program coordination/management.
- Excellent organization, administrative, interpersonal, and communication skills.
- Proven track record of planning and facilitating meetings, gatherings, and events.
• Ability to learn quickly and master computer systems and programs necessary to facilitate work tasks, such as Microsoft Office 365, Zoom, Monday.com, Mailchimp, Wordpress, and Brightspace.
• A demonstrated desire to work at the intersection of innovation and Christian youth ministry.
• Proven commitment to equity, inclusion, diversity, and anti-racism.
• Ability to work cooperatively with colleagues and other diverse constituencies.
• Ability to maintain confidentiality and sensitive information.
• Actively supports and advances the mission of Princeton Theological Seminary.

PREFERRED QUALIFICATIONS:

• Experience working in or with Christian ministry with young people.
• A demonstrated understanding of diverse Christian congregations.
• Fluency in a language other than English, with Spanish highly preferred.

PHYSICAL / ENVIRONMENTAL DEMANDS:

Ability to be mobile on campus with any needed accommodation, works in office environment, lifts up to 20 lbs., remain in a stationary position 50% of the time, wrist and hand movement related to computer work.

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

Prepared by: Megan DeWald, Abigail Rusert, Tom Chester Date: July 2023