Position Description

A. **Title:** Academic Program Manager, Overseas Ministries Study Center at Princeton Theological Seminary

B. **Status:** Exempt

C. **Purpose:** Assisting OMSC’s Director in the planning, operation, and management of our Residential Study Program

D. **Supervision:** Director of Overseas Ministries Study Center

E. **Responsibilities:**

1. Recruiting participants, seminar leaders, and lecturers for our Residential Study Program.

2. Writing, submitting, and managing grant proposals for new research initiatives and appeals for scholarships and fellowships for residents.

3. Managing and working within an annual budget.

4. The day-to-day operation of our Residential Study Program (seminars, lectures, conferences, field trips, and special events) and monitoring, evaluating, and improving the effectiveness of programs.

5. Providing logistical support for program residents and their families, including coordinating with PTS on J-1 Visa applications and Princeton Public Schools on placement of residents’ dependent children.

6. Maintaining and updating OMSC’s database (Little Green Light), which is used mainly for development and fund-raising activities (annual appeal, Second Century Campaign, annual art gala, etc.).

7. Working closely with half-time Administrative Assistant in maintaining and updating our website, posting on social media, and producing OMSC TODAY (monthly e-newsletter using Constant Contact).

8. Supervising seminary interns working on book reviews and other aspects of the International Bulletin of Mission Research (IBMR), our quarterly academic journal published by SAGE.
F. Qualifications:

1. PhD in mission studies, world Christianity, intercultural theology or a cognate discipline or master’s degree in a theological field plus five years of cross-cultural ministry experience.

2. Effective interpersonal, communication, and organizational skills. Grant writing and management, website, donor database, and social media experience. Educational program and budget management experience.

To apply for this position, please submit a cover letter, CV, and three references and their contact information to APM@omsc.org by March 31, 2020.

OMSC welcomes Global Leaders (pastors, church and mission executives, and cross-cultural missionaries), Research Scholars (seminary, college, and university professors, administrators, and PhD candidates in the dissertation phase), and Artists (visual, musical, or literary) from every nation and Christian tradition for a season of sustained study and vocational renewal. Assignments are generally made for an entire academic year (Sept–May), but shorter-term options are also available. Visit www.omsc.org to learn more about OMSC’s unique ministry.

OMSC

Engaging in God’s mission with the world Christian movement since 1922

Princeton Theological Seminary reserves the right to amend this position description at any time.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.