Position Description

Position: Assistant Director of the Institute for Youth Ministry (IYM)
Department: Office of Continuing Education
Full-time or Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTSEM Office Hours; flexible/variable based on programming needs
Reports to: Director of the Institute for Youth Ministry (IYM)

Job Purpose: The Assistant Director of the Institute for Youth Ministry (IYM) provides administrative and pastoral leadership of certificate programs and educational resources for leaders engaged in ministry with young people. The Assistant Director also works closely with the Director in the designing and developing events, resources, and initiatives.

ESSENTIAL FUNCTIONS:

Administrative Leadership 40% of time

- Work collaboratively with IYM and Continuing Education staff to facilitate new non-degree programs on ministry with young people. Assumes administrative and operational leadership for new programs as directed by the IYM Director and Associate Dean for Continuing Education.

- Work closely with the Director of the IYM to develop and produce multimedia educational resources for the church and the academy related to ministry with young people.

- Work collaboratively with IYM and Continuing Education staff to develop and implement marketing strategies for IYM’s programs, events, and initiatives.

- Manage, monitor, and enhance assessment practices of IYM programs in alignment with the vision and goals of the IYM, Continuing Education, and Princeton Theological Seminary.

- Collaborate with colleagues in Continuing Education on events and programs and, when needed, provide logistical and administrative support for Continuing Education programs.

Program Leadership 30% of time

- Communicates and interprets the purpose and goals of IYM programs and offerings (i.e. the Certificate in Youth and Theology program) to academic, ecclesial, and organizational bodies in order to strengthen networks, promote the programs, and recruit participants.

- Manages the application process for the IYM programs and offerings, review applications, interview applicants and references as needed, and with IYM Staff, decide
on admissions. Launch and run a minimum of two (2) cohorts per year from admission to completion.

- Administer, assess, and edit the various learning components of IYM programs and offerings, including synchronous and asynchronous in-person, online, and hybrid courses and events.
- Manage the budget for IYM programs and offerings and steward resources efficiently and effectively to meet mission and revenue targets.

Pastoral Support and Network Nurture 10% of time
- Provide pastoral support for IYM program and event participants, understanding role as a “pastor to pastors.”
- Prioritizes and implements practices of inclusion and hospitality to every person in the wider IYM community, including participants, leaders, PTS colleagues, initial contacts, partners, and students.
- Cultivates and nurtures relationships with key leaders in the wide youth ministry ecology, including leaders in similarly-oriented organizations, established and emerging scholars, funders, and partner institutions.

Institutional Support 10% of time
- Serves on committees and task forces and performs occasional administrative duties that serve the wider institution of Princeton Seminary.
- Forms and maintains positive relationships with faculty, administration, staff, and students of Princeton Seminary.
- Collaborates with IYM and Continuing Education staff to share and to learn best practices and expertise with and from colleagues and students at Princeton Seminary.

Supervisory Responsibilities 10% of time
- Recruit, train, support, and supervise IYM student staff according to annual program, event, and project needs.
- Meet regularly with student workers and manage onboarding, logistics, and performance.
- Support and contribute 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
- An MDiv degree from an ATS accredited seminary or divinity school.
- Minimum 5 years’ experience in youth ministry.
- Excellent organization, administrative, interpersonal, and communication skills.
- Track record of planning and facilitating meetings, gatherings, and events.
- Experience with teaching and/or presenting educational and training programs.
- Ability to learn quickly and master computer systems and programs necessary to facilitate work tasks, including Microsoft Office 365, Zoom, Mailchimp, Wordpress, and Brightspace.
• Ability to reflect theologically on the nature and purpose of youth ministry.
• Ability to work cooperatively with colleagues and other diverse constituencies.
• Ability to train, support, and supervise student staff.
• Proven commitment to equity, inclusion, diversity, and anti-racism.
• Ability to maintain confidentiality and effectively steward sensitive information.
• Must be willing to relocate if not already living in Princeton, NJ region. This is an in-person position.
• Actively support and advance the mission of Princeton Theological Seminary.

PREFERRED QUALIFICATIONS:
• Ordination for Christian ministry in denomination recognized by World Council of Churches, or similar experience or credential.
• 7-10 years of experience in Christian ministry with young people.

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 Date: November 2022