Next Generations Leadership Intern Recruiter and Coordinator Job Description

Position: Recruiter and Coordinator of the Next Generations Leadership Program

Accountable to: Director of Clergy Recruitment, Candidacy and Licensing

Spiritual

- Professes Jesus Christ as Lord and Savior
- Active member (if laity) of a United Methodist Church, including weekly worship attendance, small group (accountability) participation, lifestyle of tithing and generosity, and serving out of call and giftedness
- Commitment to personal spiritual growth and healthy lifestyle
- Considers this position a ministry calling, not simply a job
- Models standards and expectations of Christian leadership

Education and experience

- Demonstrated leadership within a local church
- Management of complex organizational systems, processes and details
- Demonstrated commitment to inclusivity for all God’s people
- Proven ability to work in a strengths-based team environment
- Internship experience preferred

Position Requirements

- Ability to handle confidential information, financial transactions and communicate appropriately
- Excellent writing skills (including grammar, punctuation, proofreading) and ability to learn and use technology
- Creativity and flexibility around helping to support the evolving resource needs of the West Ohio Conference
- Able to plan, initiate, and successfully manage multiple large projects and events to full completion
Self-starter, attention to detail, positive attitude and commitment to excellence
Ability to solve problems and find solutions

Responsibilities

- Assist with the strategy alignment for West Ohio Conference Next Generations Leadership program to listen/discern ordained ministry call
- Partner with West Ohio Conference staff and District Superintendents to identify potential applicants and broaden connectional ministries with local churches
- Recruit and increase the number of college interns, mentors and host churches
- Intentionally focus on expanding culture, ethnic and gender diversity of selected candidates
- Assist with increasing funding through grants and partnership with Council on Development for funds generated to become a self-sustaining ministry with limited use of apportionment dollars
- Make and manage travel arrangements, ensuring office and other supplies are organized to meet needs and other daily administrative responsibilities as required
- Implement internship program details with selected interns, mentors and host churches
- Track and archive documents as needed related to the Intern Program
- Partner with The West Ohio Conference Office of Ministry directors to promote other young adult positions
- Provide leadership support at the West Ohio Conference’s Annual Conference

Performance Objectives

- Create social media and other marketing strategies to communicate the purpose of the Next Generations Leadership program, the Interns and Mentors/Host Churches
- Assist the Director of Clergy Recruitment, Candidacy, and Licensing with conducting the Orientation for interns and mentors
- Prepare interns and mentors for a fruitful season of ministry
• Launch the inter and mentor into ministry at their host church
• Communicate weekly with each intern
• Conduct Onsite Visits to evaluate success of ministry
• Manage all details of the internship
• Coordinate the Seminary, Mission and Justice Tour in collaboration with the Office of Ministry and Connectional Ministry Directors
• Conduct exit interviews with each intern and mentor
• Ongoing evaluation and assessment of the ministry for improvement and new ideas

*Deadline to apply is April 27, applications must be submitted on or before the deadline.*

Please submit resume with cover letter to Rev. Donnetta Peaks, Director of Clergy Recruitment, Candidacy, and Licensing to dpeaks@wocumc.org or mail to:

The West Ohio Conference
Office of Ministry
Rev. Donnetta Peak s
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