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 March 6, 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 Peaks
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