

Next Generation Leadership Intern Recruiter and Coordinator

The Mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world...a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

This role ...

Hired By:	Director of Office of Ministry
Reports To:	Director of Office of Ministry
Supervises:	Interns
Evaluated:	Quarterly Check In
FLSA:	Non-Exempt
Schedule:	This is a 30-40 hour per week position with normal hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. There may be an occasional night or weekend.

Spiritual Requirements:

1. Professes Jesus Christ as Lord and Savior
2. Active faith within a Christian faith community with significant knowledge of or willingness to learn about United Methodist beliefs, practices, and organizational structure; a passion for communicating the UM story in creative and powerful ways
3. Commitment to personal spiritual growth through regular study of scripture and prayer.
4. Considers this position a ministry calling, not simply a job
5. Demonstrates the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control) as a byproduct of a growing faith

Professional Responsibilities (Essential)

1. Assist with the strategy alignment for West Ohio Conference Next Generations Leadership program to listen/discern ordained ministry call
2. Partner with West Ohio Conference staff and District
3. Recruit and increase the number of college interns, mentors and host churches
4. Intentionally focus on expanding culture, ethnic and gender diversity of selected candidates
5. 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
6. Make and manage travel arrangements, ensuring office and other supplies are organized to meet needs and other daily administrative responsibilities as required
7. Implement internship program details with selected inters, mentors and host churches
8. Track and archive documents as needed related to the Intern Program
9. Partner with West Ohio Conference Office of Ministry directors to promote other young adult positions
10. Provide leadership support at the West Ohio Conference's Annual Conference
11. Create social media and other marketing strategies to communicate the purpose of the Next Generations Leadership program, the Interns and Mentors/Host Churches
12. Assist the Director of Clergy Recruitment, Candidacy, and Licensing with conducting the Orientation for interns and mentors

13. Prepare interns and mentors for a fruitful season of ministry
14. Launch the intern and mentor into ministry at their host church
15. Communicate weekly with each intern
16. Conduct onsite visits to evaluate success of ministry
17. Manage all details of the internship
18. Coordinate the Seminary, Mission and Justice Tour in collaboration with the Office of Ministry and Connectional Ministry Directors
19. Conduct exit interview with each intern and mentor
20. Ongoing evaluation and assessment of the ministry for improvement and new ideas

Professional Competencies:

1. Professional: Positively represents the Conference in word, deed, and attitude
2. Flexible: Willingness to adjust schedules and priorities as necessary
3. Hospitality: Welcomes all people, regardless of opinion or perspective
4. Trustworthy: Commitment to abide by a strict code of confidentiality
5. Self-starter: High degree of initiative to perform job responsibilities without prompting
6. Problem-Solver: Capable of finding solutions to challenges and obstacles
7. Organized and Deadline-Oriented: Ability to perform the essential functions of the job in a regular and predictable manner with a high degree of accuracy and attention to detail
8. Team Player: Ability to work effectively with others, both inside and outside the Conference
9. Lifelong Learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals
10. Coachable: Willingness to take direction, receive suggestions, and to be challenged

Education and Experience:

1. Demonstrated leadership within the local church
2. Experience managing complex organizational systems, processes and details
3. Excellent writing skills
4. Ability to learn and use technology and systems
5. Able to plan, initiate, and successfully manage multiple large projects and events to full completion
6. Internship experience preferred

Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee frequently is required to sit for extended periods, stand, walk, use hands and fingers, handle, or feel; and reach with hands and arms.* This position requires regularly spending long hours in intense concentration reviewing and entering financial information into a computer. The position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

To Apply:

Send cover letter, resume, and three references to Rev. Donnetta Peaks, dpeaks@wocumc.org by March 31, 2020, 5:00 pm.