

Center for Student Action Student Ministry Coordinator/Intern

POSITION SUMMARY:

Each student ministry coordinator/intern works collaboratively on a team to recruit, develop, prepare and train other undergraduate students for responsible and transformational service locally and globally while contributing to the entire Center for Student Action staff. The teams within the staff include the following:

Marketing Interns: 2 positions

Programming Interns: 2 positions

Wellness (Recruitment, Team Care, Volunteer Appreciation and Re-entry): 5 positions

Local Ministry Development: 8 positions

Action Team Development: 4 positions

Mexico Outreach: 6 positions

TEAM DESCRIPTIONS:

Marketing Interns:

These positions will work directly with Center for Student Action (CSA) staff members in the Marketing and Branding Working Group. Interns will work collaboratively with the Mobilization team to produce printed materials, videos and social media branding in order to promote the opportunities within the Center for Student Action.

Programming Interns:

These positions will work directly with a Student Development Coordinator and the Associate Director for Mobilization in order to provide meaningful educational opportunities for the APU community. This includes, but may not be limited to, the coordination of Missions Chapel, and educational programs such Global Vision Week and Justice Week.

Wellness Team:

This team is responsible for the holistic journey of undergraduate students as they seek opportunities to engage in transformational service, locally and globally. The team will work to recruit students and ensure that students are supported through the registration processes. The team will continue to work with Action Team care and volunteer appreciation throughout the year and work collaboratively with Center for Student Action (CSA) staff to develop a robust and meaningful re-entry program. This team will also be responsible for the coordination of events such as, but not limited to, APU Serve and Crossroads.

Local Ministries Development:

Student Ministry Coordinators will be given specific oversight of various local ministries. The team will collaborate with the Student Development Coordinator and Program Coordinator for Local Mobilization to work with local community partners and provide meaningful service experiences in the local San Gabriel Valley and the city of Los Angeles. Student Ministry Coordinators will also work directly with lead volunteers in order to effectively coordinate the logistics at each ministry site.

Action Team Development:

Student Ministry Coordinators will work with their Student Development Coordinator and the Senior Coordinator for International Mobilization to coordinate the registration process, training and development of Action Teams within the Center for Student Action (both national and international). The team is responsible for the coordination of events such as, but not limited to, the Leadership Training Retreat, Action Team Retreat and Commissioning. Student Ministry Coordinators will also work collaboratively with the Operations team to coordinate team logistics and fundraising opportunities.

Mexico Outreach:

Student Ministry Coordinators will work collaboratively with the Senior Coordinator of North American Partnerships to facilitate the APU Teams experience in Mexico. This includes the coordination of events such as, but not limited to, monthly Brigade trips, Thanksgiving Mexico Trip and Spring Break Mexico Trip. The team will work together to coordinate the logistics of the various trips as well as participate with the Mexico Outreach staff to facilitate the Spring Break experience for churches and high schools. The Mexico Outreach team will also do recruitment and team care for their specific teams.

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JOB DESCRIPTION

Title: Student Ministry Coordinator/Intern

Reports to: Director for Mobilization, assigned Student Development Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Each student ministry coordinator/intern will be assigned to a specific team and area of ministry and will be responsible for recruitment, development, training and preparation of fellow undergraduates.
2. Act as a resource and support person for Center for Student Action (CSA) policies and ministry opportunities to students, faculty and staff.
3. Serve as a representative of APU in all situations.
4. Meet every other week in their ministry team in order to determine work projects necessary to accomplish their task (for specific tasks please see team descriptions).
5. Meet every other week with a Student Development Coordinator for support and to discuss and evaluate their ministry.
6. Assist in the daily office operations.
7. Work in collaboration with other teams in coordinating of various meaningful service experiences.
8. Participate in the student ministry coordinator/intern selection process for the following year.
9. Attend an all-Center for Student Action (CSA) staff meeting every other week.
10. Maintain 12-15 office hours each week (including both on-campus and off-campus ministry work).
11. Full participation in all required Center for Student Action (CSA) events.

CHARACTERISTICS:

The following characteristics are those thought to be essential to anyone serving in the Center for Student Action (CSA):

1. Committed relationship with Jesus Christ
2. Show signs of maturity and responsibility in decisions and actions
3. Desire to serve others
4. Show integrity in actions
5. Ability to relate to diverse personality types
6. Ability to work as member of a team
7. Show initiative and follow through
8. Good interpersonal and communication skills
9. Offer flexibility
10. Think critically and creatively

QUALIFICATIONS:

1. A Student Ministry Coordinator/Intern must understand and support the goals of a Christian liberal arts education.
2. A Student Ministry Coordinator/Intern must have a 2.5 cumulative GPA and maintain a 2.5 minimum GPA. No one may hold a position while on academic or disciplinary probation.
3. A Student Ministry Coordinator/Intern must be willing to commit one full year to the position.
4. A Student Ministry Coordinator/Intern must be willing to participate in the training program for the position which includes (but is not limited to) the dates listed in the application.