

PACIFIC SCHOOL OF RELIGION

Employment Opportunity

Department: Office of Recruitment, Admissions and Financial Aid
Supervisor: Vice President for Admissions & Enrollment Management

Job title: **Project Manager**

Job description:

The Pacific School of Religion seeks a Project Manager to recruit prospective candidates for the Forum for Theological Exploration's Emerging Leaders grant. Reporting to the Vice President for Admissions and Enrollment Management, the position will require a commitment of 25-30 hours per month starting immediately and continuing until June 1, 2018 at \$20/hour. We are seeking candidates who are dynamic, self-starters, and able to effectively generate excitement and interest in this opportunity among the focus audience.

Project Description

The Emerging Leaders Project will provide an intensive experience in vocational and theological exploration of pastoral ministry for sixteen students, with an emphasis on Latin@ and first and second generation immigrant students and focusing on outreach within California's Central Valley. Students would be identified from area colleges and universities, campus ministries, and congregations, drawing on the connections of our various denominational partners, including UMC, UCC, DoC, and MCC. We would also reach beyond to more independent and less networked emerging faith communities as well as our partners in social transformation, particularly those working with immigrant communities.

The program would run for two years, with a cohort of 8 participants each year. Participants would first attend a two-day retreat at the Pacific School of Religion campus, focusing upon vocational discernment and direction. They would then be paired with a mentor who can help them continue their discernment exploration and consider next steps. The cohort would have monthly web-based gatherings to strengthen connections, share their experiences and reflections, and discuss their developing vocational discernment. Finally, participants would have the opportunity to apply for an internship within the context of a congregation or faith based agency in their community.

Essential Responsibilities:

Working closely with the Vice President for Admissions and Enrollment Management, the Assistant Director of Admissions and Recruitment, the position's responsibility will include the following:

- Developing a plan for engaging with first- and second-generation immigrant communities, with a focus on the Central Valley
- Assisting in the development of bilingual (English and Spanish) print and web materials
- Compiling and maintaining the contact list of denominational partners, influencers and interested candidates
- Assisting in the development and implementation of e-newsletters and other communication to influencers, organizations, denominational partners and others
- Tracking expenditures and creating reports as needed
- Working with staff members to develop and staff the spring discernment retreat for candidates

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- Traveling to and meeting with campus organizations, denominational partners, community organizations and potential candidates
- Working with graphic designers and others to complete layout of culturally appropriate materials that are printer- and web-ready
- Assisting in generating reports for the governing body and the funder, including appropriate statistics, evaluations, and other materials to document work completed
- Working with development staff on grant applications to support future work and expansion of the program, if it is decided to continue beyond two years
- Work with appropriate staff members to assist with the coordination of internships and mentorships
- Other duties, as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent oral and written skills in both Spanish and English
- Strong organizational skills
- Ability to communicate well with people in a wide range of geographical settings and cultural backgrounds and deep respect for the diversity of peoples, cultures and economic backgrounds of those involved in the project
- Experience making domestic travel arrangements
- Basic experience, at a minimum, with web design, content management, and social media; additional experience is a plus
- Ability to read and manage financial reports
- Experience in working with Latinx and other first- and second-generation immigrant faith communities and other social change organizations
- A valid California driver's license, access to a working automobile, the ability to travel (with a focus on the Central Valley) and valid auto insurance are required. PSR will provide mileage reimbursement for pre-approved work-related travel.

Hours per month:	approximately 25-30
Date job is to begin:	Immediately
Hourly rate:	\$20.00
Preferred workdays:	Flexible

Apply to:	Dave Beeman, VP for Admissions and Enrollment Management
Email:	dbeeman@psr.edu . Please include a cover letter and resume.
Application deadline:	Preference will be given to applications submitted prior to December 15, 2016
Other comments:	