

Regional Training Conference Coordinator

Position Description

Supervised by: Regional Director or Associate Regional Director
Status: Exempt
Location: Greater Los Angeles
Hours: 20-30 hours

To advance the purpose of InterVarsity, this position will provide leadership to all of our conferencing in Greater Los Angeles. Over the course of an academic year, Greater Los Angeles hosts over a dozen conferences where students are coming to faith, trained in the campus mission and equipped to be lifelong disciples and world changers. Our regional conferences are impacting nearly 1600 students a year. As we deploy staff and volunteers to reach more campuses and as we reach students on more campuses, it is essential that we leverage our conferences to accelerate our mission.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world
- Pursue a vibrant relationship with the triune God through engagement with Scripture, prayer, and worship, both individually and in community
- Develop self-leadership (growing in self awareness, self-management, emotional intelligence, relational integrity, and resiliency)
- Embrace Scriptural standards for behavior and attitudes, including those described in InterVarsity's Code of Conduct
- Be fully committed to the vision of reaching the 70 campuses in Greater Los Angeles and the 2030 call of InterVarsity.

Essential Responsibilities:

- Oversee the implementation of all of our regional conferences which currently include four Fall conferences and nearly 10 chapter camps
- Strengthen the standard operating procedures in the conference process, which includes developing timelines, recruitment strategies, registration systems, and content generation.
- Integrate the vision to reach 70 campuses into our conference content
- Work in collaboration and partnership with the RLT to leverage our conferences for stronger ministry on campus and in planting new campuses.
- Oversee IV West and our partnership with other regions in our chapter camps
- Serve as our liaison with local camps, including Forest Home and Campus by the Sea.
- Develop new partnerships and opportunities for GLA, including:
 - Develop a GLA Alumni camp and/or leverage the West Coast Alumni camp to serve GLA Alumni
 - Explore how we can partner with other camps (like Forest Home) to develop their college and young adult conferencing.
 - Develop a "bootcamp" to train students to plant on new campuses.
 - Grow a scholarship account to help more students get to camp.
- Train and mentor young directors in organizing and leading at camps
- Help recruit speakers, trainers and teachers as needed

Develop and maintain a funding base and prayer support:

- Raise a portion of budget- salary/benefits/ministry expenses as annual amount or percentage agreed upon

- Communicate regularly with current and potential donors, churches, prayer support team members, friends and family regarding ministry with InterVarsity

QUALIFICATIONS AND REQUIREMENTS

- Strong written and oral communication skills
- Ability to lead others through vision casting and influence leadership
- Ability to organize events, workflow, and the details involved
- Demonstrated ability and commitment to work in a diverse team environment
- Excellent communication and interpersonal skills, together with the ability to work collaboratively with colleagues throughout the organization, alumni, other constituents
- Previous experience in supervising or coaching others
- Prior or current experience with InterVarsity as a staff member or student preferred
- Experience working with events, event management, logistics, hospitality industry desirable
- Experience working with and managing volunteers desirable
- Thorough knowledge of the purpose, vision, ministries and policies of InterVarsity. 3-5 years' experience in some element of InterVarsity's ministry preferred
- Demonstrated efforts developing partnerships with alumni within InterVarsity or externally with other associations or student communities
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve organizational goals
- Working knowledge of Microsoft applications, including Word, Excel, PowerPoint, Outlook, and Access
- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Bachelor's degree or equivalent education/experience
- Willingness to adhere and comply with InterVarsity staff code of conduct
- Willingness to raise a mutually agreed upon amount of personal support
- Flexible schedule and the availability to travel for occasional business to local and out-of-town management meetings, including the triennial Urbana Student Missions Convention and National Staff Conference
- Open to learning new concepts, skills, and methods

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)