

## Job Description

### Associate Director (Internship Program)

Salary commensurate with experience and qualifications

#### Job Summary:

Projected start date for this position is July 1, 2018.

The Associate Director is responsible for the supervision and evaluation of interns in the Master of Divinity and Master of Arts in Ministry degree programs. These degree programs require successful completion of the Perkins internship. This job is essential to the theological curriculum as it seeks to form persons for ministry and community leadership.

#### Essential Functions:

- Placing of interns in churches or institutions in a variety of contexts
- Training and working with lay teaching committees in each ministry setting
- Selecting, training, and working with mentor pastors/mentors (on site supervisors)
- Selecting and working with consultants
- Leading required internship seminars
- Evaluating, in cooperation with lay teaching committees and mentor pastors, the work and learning of interns
- Participating in regular meetings to discuss supervisory, placement, and other administrative concerns
- Note: the position requires evening hours, occasional in-state and out-of-state travel.

#### Qualifications

##### **Education and Experience:**

Master of Divinity is required. Doctor of Ministry is preferred.

A minimum of five years of work experience is required.

Experiences providing supervision for growth in church leadership; guiding theological reflection; working with diversity in matters of culture, class, ethnicity, gender and theology; and participating significantly in community ministry are required.

Ordination is highly desirable.

Membership in The United Methodist Church or other Methodist denomination is preferred.

Familiarity with the African American church tradition is desirable.

**Knowledge, Skills and Abilities:**

Knowledge of the Southwest and its ethnic groups is desirable.

Knowledge of other denominational/non-denominational groups is preferred.

Candidate must demonstrate strong verbal and interpersonal communication skills, as well as the ability to establish and maintain effective working relationships with a wide range of constituencies in a diverse community.

Must also demonstrate the ability to communicate effectively in writing.

A strong customer service orientation is essential.

Candidate must possess strong time management, organizational and planning skills with the ability to prioritize and manage multiple tasks concurrently.

Must also possess strong project management skills. A strong focus on attention to details is essential.

Candidate must have a strong working knowledge of computers and MS Office.

**Physical/Environmental Demands:**

This position must have the ability to sit for long periods of time.

**Deadline to Apply:**

The position is open until filled.