

## **SAMPLE DRAFT JOB DESCRIPTION**

**Job Title:** Program Director, *Accelerated Pastoral Degree Program*

**Department:** xxx

**Hours:** Half time (minimum) to Full time

### **POSITION SUMMARY:**

The **Program Director** is responsible for providing passionate oversight, direction, and expansion of *your institution's* BA/MA or BA/MDiv (*choose appropriate degree combination*) accelerated pastoral degree program. This person is accountable to ...

### **PRIMARY RESPONSIBILITIES:**

- Lead successful recruitment for the program, sustaining an ongoing positive working relationship with the admissions department and doing personal recruitment as needed
- Work with the marketing department to create/maintain accurate and appealing program marketing materials including but not limited to social media, paper materials, and website content
- Build relationships, exposure, excitement, and strategic support for the program across the institution (with senior leadership, marketing, admissions, other departments)
- Direct mentoring and formation for all program students: design mentoring and formation plans; vet, recruit and train mentors (pastors and/or professors), or alternately oversee these processes for program students if they are performed by another institutional department
- Coordinate regular cohort activities (social, formational, informational); at minimum monthly
- Manage student internship placements: perform vetting, recruiting, training and evaluating (student of internship site and vice versa) of internship sites and experiences, or alternately oversee the process for program students if performed by another institutional department
- Assist students in post-graduation job placement, or alternately oversee the process for program students if performed by another institutional department
- Develop and/or maintain relationships with pastors or a network of pastors (for recruitment, mentoring, internships, placement after graduation, special talks and/or luncheons with program participants, etc.)
- If applicable, develop relationships with other undergraduate institutions as partners (feeders) to the program
- Be the chief advocate for and 'face' of the *Accelerated pastoral preparation degree program* internally and externally to the institution
- Assure sustainability of the program

### **QUALIFICATIONS:**

- Passionate about forming future pastors
- Winsome, caring, approachable personality
- Strong leadership and team building skills as well as a growth mindset
- Excellent human relations skills: relates well to students, parents, administration, pastors
- Able to forge and nurture relationships with institution's senior leadership and other departments
- Able to build sustainable peer-led cohort communities, and delegate and oversee the leadership and replication of the groups

### **MINIMUM EXPERIENCE AND EDUCATION:**

- Prior experience in similar role or demonstrated competencies
- Suggested minimum 5 years' experience as a pastor
- Minimum master's degree in a related field