

**FIRST PRESBYTERIAN CHURCH OF BOULDER**  
**Job Description**

**JOB TITLE:** Assistant Director of University Ministry

**REPORTS TO:** Director of University Ministry

**MINISTRY DEPARTMENT:** University Ministry

**POSITION RATIONALE:** For University of Colorado Boulder students to know life in Jesus Christ, fulfilling the missional desire of First Presbyterian Church Boulder (FPC) to reach university students for Jesus.

**GENERAL REQUIREMENTS/PREREQUISITES:**

Bachelor's degree or higher degree from accredited college (Ministry or theological education preferred)

- Passion for Jesus and his Gospel
- Love for college students and desire for their thriving
- Two years of experience discipleship-based college ministry preferred
- Mature Christian with a servant's temperament
- Strong administrative, organizational and planning skills
- Vision for programmatic ministry, and strategic in implementation of the vision
- Excellent communication skills in individual, small-group and large-group ministry with university students
- Ability to apply scriptural values to university life
- Ability to recruit, encourage, train, supervise, and hold accountable student leaders
- Ability to be an empower leaders and create a culture of empowerment
- Desired spiritual gifts of leadership, administration, shepherding, wisdom, teaching and evangelism

**UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:**

- Partner with Director to provide pastoral leadership to the Annex ministry, interns and students
- Engage in collaborative conversation about vision, strategy and program with Director for University Ministry
- Manage annual reporting and budget for Lilly Grant initiatives
- Guide, counsel and shepherd university students through one-on-one discipleship
- Provide oversight and leadership of Bible Study Core Groups through creating curriculum, administration, and leader recruiting, training and equipping
- Provide leadership to student interns and student leaders through one-on-one discipleship and collaborate with Director to create discipleship experience for the student leadership community.
- Collaborate with Director to provide vision, programmatic structure and pastoral guidance to student leadership team, including bi-weekly gatherings and retreats

- Provide leadership of broad annual fundraising efforts through network of Annex alumni and friends
- Oversee grant reporting and applications for further grant funding
- Serve as secondary speaker for weekly, large group University service (The Annex)
- Oversee part-time student Marketing/Administrative Assistant and Messenger (Missions) Coordinator, holding director-level responsibility for winter and summer missions
- Build community and connections between students, volunteers and the body of First Presbyterian Church
- Work to incorporate students into life and ministry of First Presbyterian Church
- Participate with the University Ministry Committee in its partnership of the ministry

**OTHER SKILLS/ABILITIES UNIQUELY REQUIRED TO SUCCESSFULLY LEAD THIS MINISTRY:**

- Administrative vision
- Leadership and encouragement of discipleship and mentoring
- Passion for student evangelism
- Ability to train and encourage staff interns and adult volunteers
- Ability to connect and share ministry vision with multiple generations within FPC
- Prayer for individuals in ministry
- Development of future leaders in vocational ministry
- Grant writing and reporting
- Communications on variety of media outlets (website, videos, Facebook, Twitter, Instagram, email, among other social media and channels)

**CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:**

- Periodic FPC Sunday worship assisting assignments
- Periodic all FPC staff engagement in assigned church activities (either serving or participating)

NOTE: This job description is not intended to be all-inclusive. Employee may be requested to perform other related duties to meet the ongoing needs of the organization.