



LOVE THY NEIGHBORHOOD

DISCIPLESHIP + MISSIONS FOR MODERN TIMES

PROGRAM DIRECTOR

Organization

Our mission is to disciple Christians to serve their neighbors, cultivate healthy relationships and follow Jesus in their culture and context. Our vision is a community of relationally and culturally competent Christians who walk together in the life and lifestyle of Jesus. To accomplish this, we run an urban missions program for young adults and provide discipleship content through podcasts, workshops and books for Christians from all walks of life.

The urban missions program exists to develop young adults into servant leaders, support nonprofit partners and transform lives in at-risk neighborhoods with the power of the gospel. Young adults serve for a summer or year. Team Members grow in their faith and life skills by living in Christian community and being actively involved in the lives of their neighbors and their church.

More info available at www.lovethyneighborhood.org.

Program Director Role and Key Objectives

The Program Director is responsible for managing, overseeing and improving the urban missions program of Love Thy Neighborhood to benefit our young adult Team Members, nonprofit ministry partners and urban neighbors. The Program Director is responsible for curating a program that emphasizes volunteer service, professionalism, spiritual growth, Christian community and evangelism. There are 3 different terms: September - August, January - December & Summer (June - mid-August). The Program Director must have high interpersonal skills while also creating and working within existing systems and developing efficient workflows.

Key Responsibilities of the Program Director

- Leads and coordinates all areas of the program. Is given a portion of the budget to be responsible for the program.
- Provides oversight and leadership to Team Members. Works within systems and workflows for the program and creates more when needed.
- Works alongside other Program Staff
- Provides bi-weekly life coaching to Households
- Provides office hours for Team Members to meet one-on-one, if they want.

- Leads orientation and trainings for Team Members - 3 times a year
- Leads retreats for Team Members - 3 times a year
- Communicates with Service Sites (local nonprofits). Provides training 3 times a year.
- Recruits & communicates with Mentors. Provides training 2-3 times a year.
- Recruits & communicates with guest speakers & worship leaders.
- Creates an annual calendar that includes - but is not limited to - curriculum, guest teachers, retreats, special events, curriculum, etc.
- Responsible for working with the Program Staff to care for Team Member logistics - housing, grocery & fuel allowance, purchasing curriculum, program calendar, etc.
- Writes blogs or short articles as needed
- Assists with interviewing applicants as needed
- Assists with recruitment trips when appropriate

Key Skills

Excellent communication

Managerial and leadership skills

Analytical skills

Training skills

Reports to Executive Director

Hours: 40-45 hours per week

Salary: TBD depending on experience (will be a full time salaried position) + Benefits

The Program Director reports to the Executive Director.