



ASSOCIATE DIRECTOR JOB DESCRIPTION

The Associate Director Position of The Cross – Greek Christian Ministry supports the Campus Director in carrying out the necessary tasks of the ministry, primarily focusing on relationships and program implementation. This individual will carry out this position in accordance with The Cross' stated vision, mission, philosophy of ministry, and doctrinal convictions. This is a full time position with biannual reviews. The Associate Director will report directly to The Cross Campus Director.

Duties, Responsibilities, and Essential Job Functions

Spiritual Leadership

- Ensure the areas of responsibilities for The Cross are designed and carried out with dependence on prayer coming from overflow of a personal relationship with Jesus Christ through time in daily scripture and participation in Christian community.
- This individual will live above reproach and avoid situations that confuse their role
- They will spend time building relationships with students in order to share the gospel of Jesus Christ

Staff and Leader Training

- Attend all weekly staff meetings and student leadership co-chair meetings
- Support the other staff in developing and implementing a student leadership training plan
- Work with Campus Director to plan and implement leadership retreats and trainings each semester.
- Actively pursue regular training through the Alliance for Better Nonprofits classes or other training avenues. Attend all required staff training.
- Facilitate and support student leaders.

Ministry to Students

- Actively pursue relationships within all Vanderbilt Greek chapters with an emphasis on gender specific ministry.
- Actively lead a small group
- Maintain one-on-one ministry with students of the same gender.
- Help Campus Director develop outreach opportunities geared toward Greek students

Worship Night Meetings

- Participate in Worship Night meetings of The Cross.

- Provide Worship Night meeting messages from scripture as needed.
- Work with the Campus Director to assist leaders in structuring the meetings to achieve the goals of outreach.
- Work with the Campus Director to ensure the spiritual and relational integrity of Worship nights.

Mission Trips

- Under direction of the Campus Director, oversee an aspect of a Fall and Spring Break Mission Trip.
- Help students put into perspective the use of Mission Trips as a tool for evangelism and discipleship.
- Be a participant in the trips.
- Help equip and prepare student leaders to lead small groups
- Develop follow up strategies for students after the trips

The Cross Ministry Management

- Abide by all policies and procedures for The Cross.
- Assist the Campus Director in regularly thanking donors and processing gifts.
- Work with the Campus Director to build working relationships with the University and community.
- Work with the Campus Director to connect to other local campus and non-campus ministries including churches.
- Support the Campus Director in communicating through mailings, emails, and social media.

Board of Directors

- Attend all board meetings falling on the first Monday of every month.
- Help the Board Chairperson/ Staff to develop a continued intern program.
- Observe the Campus Director in participation of subcommittees of the Board of Directors.

Financial Management

- Under the guide and help of the Campus Director develop and implement a personal fundraising plan with the goal of **half of salary**.
- Work with Campus Director to carry out day-to-day stewardship of the organization to ensure its financial health.
- Observe the budget building process and implement within a ministry project.
- Abide by the financial policies and procedures of The Cross Ministry

Other Requirements

- Actively participate in a local church.
- Have a community of support/mentor outside The Cross community.
- Minimum of a four-year college degree.
- Relational ministry experience preferred.
- Abstain from pursuing a dating relationship with a current student.
- Travel as needed.