



Empowering Students • Embracing the World • Extending Grace

Passport, Inc. Position Opening

November 28, 2017

PROGRAM COORDINATOR

Passport, Inc. is a Christian ministry whose mission is to empower students to encounter Christ, embrace community, and extend grace to the world. Administrative employees are committed to helping Passport fulfill that mission through the creation, production, and oversight of multiple program experiences. Passport is a responsive and creative organization, willing to adapt to the constantly changing landscape of authentic, relevant ministry to and with students. Job descriptions are therefore responsive and adaptive. In that spirit, the Program Coordinator's job is as follows:

- A. Program Production:** work with highly collaborative team to create, write, edit, and produce programming for multiple program platforms with varying demographics. Experience in writing, editing, and project management is vital to this position. Program production requires this person to be self-starter and a creative thinker, able to move abstract ideas to real-time solutions with excellence.
- B. Summer Team Coordinator:** participate in the interviewing, hiring, training, and supervision of college and graduate school aged summer staff teams. This salaried position requires commitment to significant travel during the months of June and July.
- C. Passport Representative:** represent Passport in outreach to participating and new churches, summer staff recruiting, attendance at designated assemblies and special events, and potential membership on committees that further Passport's ministries.

REQUIREMENTS: strong written and verbal communication skills; creative, high-functioning self-starter; ability to collaborate on a team and meet deadlines; leadership and mentoring experience; strong computer skills; must have the ability to live near Birmingham, Alabama. Church ministry or similar experience is helpful. Knowledge of or experience with Passport Camp as a staffer or group leader is preferred. M.Div. degree (or similar) preferred.

COMPENSATION: modest salary is negotiable according to skills and experience. Benefit package includes generous retirement contributions, 100% employer-paid health and dental insurance, modest continuing education expenses, accruable sick time, select holidays, and three weeks of annual vacation time which increases with one's years of service.

PROCESS: Passport is now receiving cover letters and resumes (one combined PDF please). Email PDF to searchcommittee@passportcamps.org. This position is time sensitive with a starting date no later than March 12, 2018.