



Urban Involvement Coordinator

John Perkins Center for Reconciliation, Leadership
Training and Community Development

For further information about the UI Coordinator role, please contact:
perkinscenter@spu.edu

Please submit applications on Formstack no later than Wednesday, March 29, 2023.

If selected as a candidate, you will be asked to interview between March 29 through April 7.

Coordinator Job Description

Urban Involvement is a student-led program mentored by the John Perkins Center. As coordinator you will be responsible to lead a team that coordinates regular community service engagement for students.

Urban Involvement coordinator serves UI Site Team Leaders, community partner programs and the SPU community by providing administrative, organizational, promotional, educational and prayer support throughout the year. The coordinator, with the Core Team, helps develop and promote UI's partnerships and events within the SPU community. Your team are the liaisons between our local organizational partners and the UI ministry. The UI team is the liaisons between our local organizational partners and the UI ministry. They support and encourage a group of SPU student volunteers in serving and building relationships with our partner agency.

Key Responsibilities

1. Organize, recruit, train and support the Core.
2. Promote campus awareness and opportunities for engagement.
3. Recruit, encourage and support SPU student volunteers to participate in community service experiences.
4. Prepare and participate in UI sponsored ministry activities.



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5. Collaborate with other student organizations and campus groups.
6. Lead and participate in UI training, team building and recruitment activities.
7. Work with the John Perkins Center Advisors.
8. Help to manage UI budget along with co-coordinator and advisor.
9. Help create social media content and publish fliers for all UI events and activities
10. This position is a 10-15 hour a week position.

Qualifications

The Coordinator is expected to:

- Demonstrate a growing faith relationship with Jesus Christ.
- Be passionate about community service engagement and encouraging others to serve.
- Have at least one year of experience with the John Perkins Center student leadership programs.
- Possess effective organization and communication skills.

Training and Support

The Coordinator will:

1. Train with the incumbent Coordinator.
2. Interview and train the new UI Core.



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3. Spend time during the summer preparing for the coming year.

4. Meet with:

- Meet with John Perkins Advisor (once weekly)
- UI Core team (once weekly)
- Meet 1:1 with UI Core team members (quarterly)
- All Ministry Council (once weekly)
- ASSP Vice President of Ministries (periodically)

5. Participate in training and support through these campus leadership activities:

- SLDC Leadership Kickoff: Prepare new core for the upcoming year (Spring Quarter).
- Fall Leadership Conference: Meet John Perkins Center staff and student leaders, train as UI Core team, plan for upcoming year (September 2023, Fall Quarter start).
- All Ministries Leadership Kick-off: Reevaluate goals, reflect on progress, and participate in team-building activities (first or second weekend of Winter Quarter).
- John Perkins Center training gatherings focused on areas of community development, justice and reconciliation.
- SLDC leadership & development in-services (1 per quarter) in the 2023-2024 academic year.
- Leadership Celebration: end of the year celebration with all student leadership (Spring quarter, May 2024)



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ACCOUNTABILITY:

The URBAN INVOLVEMENT Coordinator reports to the John Perkins Center Advisor. The URBAN INVOLVEMENT Coordinator also works collaboratively with other student coordinators for John Perkins Center, Campus Ministries, and other student programs.

SELECTION:

The incumbent URBAN INVOLVEMENT Coordinators and the John Perkins Center Advisor shall select the URBAN INVOLVEMENT Coordinator.

COMPENSATION: This is a scholarship position. \$5,555.00 for the year