

## Global Projects - China Coordinator

Mission Department  
Position Description

Supervised by: National Coordinator of Global Projects  
Status: Full-Time / Exempt  
Location: National, non-NSC

**To advance the purpose of InterVarsity, this position will** assist InterVarsity Global Projects (GP) in providing quality cross-cultural opportunities in China.

### **RESPONSIBILITIES:**

#### **Standardize China GP program:**

- Convene China GP Director Meetings each Spring
- Build common vision for China GP among directors
- Train directors in China GP curriculum
- Attend Global Debriefing and convene a China GP meeting
- Streamline orientation, debriefing, and follow-up for all China projects

#### **Develop and maintain China GP Alumni Network in the U.S. and China:**

- Follow up with US China GP participants, including the development of follow-up materials to help ensure healthy re-entry and integration
- Connect US China GP participants to Link staff, InterVarsity staff, or other long term workers
- Work with China long term workers to:
  - Follow up with Chinese GP participants
  - Let Chinese program alumni continue to participate in the program
  - Connect Chinese program alumni to IFES and/or churches
- Work with Global Projects Administrative Coordinator to maintain a China GP database

#### **Maintain China Global Projects Program in the United States:**

- Work with supervisor to develop and implement a strategy to pioneer and expand China GPs in InterVarsity
- Work with supervisor to develop and implement a China GP program budget
- Network with InterVarsity leadership to maintain vision and connection to China GP program
- Work with InterVarsity staff and supervisors to identify and accept/approve China GP directors
- Have China GP directors in place by beginning of the program year
- Attend New Director Training when necessary
- Work with GP Administrative Coordinator to organize and finalize budgets
- Work with GP Administrative Coordinator to help with travel and other logistics

#### **Maintain China Global Projects program in China:**

- Work with IFES to coordinate and partner in its work in China
- Attend China Consultation Meetings hosted by IFES as scheduled
- Work with China long term workers to:
  - Meet with and maintain relationships with local Chinese officials
  - Set up contracts for the program
  - Develop possible new sites for program
  - Be informed of events/issues in China that affect China projects
- Occasionally direct a China GP

#### **Oversee the work of China GP Directors:**

- Help directors with student and staff recruitment
- Help directors set up projects on site, including in-country programming, when necessary
- Help China GP directors implement the program curriculum
- Maintain regular communication with China GP directors
- Provide pastoral support

**Raise personal financial support and develop a network of prayer support:**

- Raise 100% of salary, benefits and ministry budget
- Develop and contact a list of potential donors
- Communicate with donors quarterly

**QUALIFICATIONS:**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent experience is required
- Experience directing short-term trips to China
- Effective oral and written communication skills
- Ability to organize events and the details involved
- Ability to maintain accurate records and files
- Ability to take charge of tasks and work independently without close supervision
- Ability to develop procedures for doing work
- Ability to work under the pressure of deadlines
- Open to learning new concepts, methods and skills
- A working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint) is preferred
- Demonstrated ability and commitment to work in a diverse team environment

# Global Projects - China Coordinator InterVarsity Christian Fellowship/USA

## Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God's love, grace and truth:*  
The purpose of InterVarsity Christian Fellowship/USA is  
to establish and advance at colleges and universities  
witnessing communities of students and faculty  
who follow Jesus as Savior and Lord:  
growing in love for God,  
God's Word,  
God's people of every ethnicity and culture  
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

### Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

### Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

### Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)