



GLOBAL SCHOLARS

Faculty Care Coordinator

Position Description

Supervised by: Program Development VP

Supervises: Faculty Care Volunteer Staff

Status: Volunteer (up to 7 hrs per week)

POSITION SUMMARY

To advance the purpose of Global Scholars by providing pastoral care to Global Scholars Fellows.

RESPONSIBILITIES

- Provide pastoral care (spiritual direction, prayer, refer as needed, etc.) to Global Scholars fellows and their families in order for them to flourish personally, spiritually, and relationally.
- Communicate relevant information from the Leadership Team to fellows.
- Meet faculty care goals as determined by Program Development VP.
- Assist the Program Development VP with collection of annual reports and statistical data from fellows.
- Supervise Faculty Care Volunteers, including communicating the responsibilities and limits for volunteering with pastoral care.

QUALIFICATIONS

- Demonstrate deep and abiding commitment to global missions and desire to spread the name of Christ to all corners of the world
- Ongoing call to Global Scholars and its Mission
- Advanced degree preferred
- Excellent verbal and written communication skills and excellent interpersonal skills.

SKILLS AND EDUCATION REQUIREMENTS: Able to work independently while managing a team of volunteers. Skilled Competence in, and willing to learn, computer usage and cloud-based applications (e.g., Google Docs). Excellent communicator with strong verbal and written communication skills. Skilled listener. Able to handle sensitive information in a confidential manner.

INTERPERSONAL RELATIONSHIPS: Able to work in a cooperative role with other staff.

CLIMATE AND WORKING CONDITIONS: Ability to work independently, to keep accurate records, exercise creative means to accomplish the responsibilities above, and comfortable within an academic organization.

- **CHARACTER AND PERSONAL TRAITS:** Christ-like character. Trustworthy. Authentic and personable. Living in obedience to Scripture and enjoying a good reputation among a local body of believers. Ongoing call to the Global Scholars Mission and Vision. Annually affirm Global Scholars Statement of Faith. Ready, willing and eager to take initiative and spend adequate time and effort to help reach the vision God has set before Global Scholars. Works well under occasional pressure. Organizational skills, problem solver, good listener, flexible, positive attitude.

COMPENSATION: Volunteer.

ACCOUNTABILITY AND EVALUATION: Performance evaluations are based on the fulfillment of the job description and the ability to annually affirm the Statement of Faith.