



Job details

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Original Posting Date	26-Mar-2018
Supervisory Organization	Divinity School - MDIV STUDIES & ASSESSMENT
STARS Requisition number	48809BR
University Job Title	Program Manager 1
Posting Position Title	Director of Supervised Ministries, Divinity School
Bargaining Unit	None - Not included in the union (Yale Union Group)
Time Type	Full time
Duration Type	Regular
Compensation Grade	Administration & Operations
Compensation Grade Profile	Manager; Program Leader (24)
Work Location	Central Campus
Worksite Address	409 Prospect Street New Haven, CT 06511
Work Week	Standard (M-F equal number of hours per day)
Total # of hours to be worked:	37.5
Position Focus:	<p>The Director of Supervised Ministries will be a part of a team who are attentive to the professional formation and vocational discernment of all Master of Divinity students, and some Master of Arts in Religion students at YDS. The Director, reporting to the Associate Dean of Leadership and Ministry, will relate to every Master of Divinity student (about 60 in each class), beginning in the first semester of study, building a plan for ministry experiences while at YDS, and then working closely with the approximately 45 academic year students and 10 summer students in supervised ministry placements during the course of each year.</p> <p>Relying on strong relational skills, the Director will work with supervisors and would-be supervisors, to enhance orientation, training, and continuing education opportunities, providing coaching and troubleshooting, and regular assessment of sites and supervisors. With practitioners from the area, the Director will build and maintain an integrative practicum experience, hiring, training and supporting practicum group leaders.</p> <p>The Director will have primary administrative and program responsibility for the Supervised Ministry program of year-long internships and summer ministry intensive internships, including oversight of the budget and expenditures of the program, internship stipends, site contributions, and administrative expenses. The Director will also serve as the primary YDS liaison to Clinical Pastoral Education programs. The Director will work with Associate Dean for Leadership and Ministry in creation of the annual outcomes assessment report to the faculty.</p> <p>The Director will build on the meaningful connections between YDS and the local community, attending Sunday worship regularly at a wide range of congregations where students serve as interns. Within the Divinity School, the Director will encourage and support YDS faculty efforts to integrate theological reflection and praxis, along with a team including the Deans of Berkeley Divinity School and Andover Newton at Yale, and the leaders of denominational studies and other certificate programs.</p> <p>The Director will possess a deep understanding of the broad possibilities for professional service that are possible for students graduating from these programs and will fully understand the academic and practical components of theological study in preparation for ministry experience, lay or ordained, in a range of traditions.</p>

The Director will offer a creative and innovative approach that builds on the program's strength and vitality, working closely with students in existing placements and creating future placements, providing information and orientation, support and challenge throughout the course of each Supervised Ministry experience. Future directions for the program will include the development of additional unfunded internship experiences of shorter duration, perhaps a first year supervised ministry option, and a new initiative to build ongoing supportive relationships with graduates during their first five years of ministry.

Essential Duties	1. Oversees the advancement and growth of the program. Gives direction and leadership supporting the philosophy, mission, strategy, and annual goals and objectives. Assumes primary accountability for disseminating and publishing all program information to create public awareness and support of the program. 2. Works closely with leadership, internal and external colleagues, and community residents to further develop and implement strategic plans. 3. Identifies, solicits, and cultivates community partnerships and collaborations to assist in the development and growth of the program. Develops the metrics to identify and measure the success of the program. Responsible for measurements of grant success and related evaluation. 4. Assists in identifying and evaluating potential future funding sources, and contributes to the submission of grants and contracts supporting the program, including the annual submission and writing of all content areas and budgetary sections of grant applications. Develops and manages the program's operating budget. 5. Develops the administrative infrastructure of the program. Manages human resource and administrative functions of the program, including staffing and hiring, supervision, performance development, counseling and discipline, if warranted. Oversees and manages information systems, facilities, and space needs. 6. Investigates, identifies, implements, and oversees the maintenance of systems to gather, track, and report information to support the initiatives of the program. Tracks all program activities and regularly informs leadership of progress on each initiative. Recommends structural or programmatic adjustments, changes or additions based on full knowledge of missions, goals, and objectives. 7. Initiates, designs, and manages the compilation of program communications; identifying outreach potential, and promoting philanthropic and collaborative support of the program. Contributes to the development and assists in the management of content on the program's website and monitors all changes and additions to the editorial content. 8. Performs other duties as assigned.
Required Education and Experience	Minimum requirement of Bachelor's Degree in a related field and four years of related experience or an equivalent combination of education and experience.
Required Skill/Ability 1:	Strong interpersonal skills, engaging students, faculty, site supervisors, practicum leaders and CPE supervisors; a willingness to work closely and as a team with deans of affiliated seminaries, directors of denominational programs, the Black Church Studies program, and the Associate Dean of Leadership and Ministry.
Required Skill/Ability 2:	Deep understanding of praxis and theological education as offered in a university based divinity school.
Required Skill/Ability 3:	Strong administrative skills, including the capacity to design and manage systems, organize large amounts of detailed information, set plans and carry out evaluations. Proficiency with the necessary technology, including website design and updating.
Required Skill/Ability 4:	Flexibility and good humor in working with students, the divinity school faculty and staff, and the many sites where students engage in Supervised Ministry, grounded in an understanding of the faith narrative that informs YDS students, and a willingness to engage students in their own questions and struggles of faith.
Required Skill/Ability 5:	Creativity, and a willingness to adapt during times of crisis in the school, the church, and the world.
Preferred Education, Experience and Skills:	M.Div. required, PhD or D. Min. preferred, pastoral experience in ministry, lay or ordained, and with non-profit faith based organizations. Experience in working with seminary students preparing for ministry. Deep understanding of diversity, and the racism, sexism and homophobia that those in ministry encounter.
Weekend Hours Required?	Occasional
Evening Hours Required?	Occasional
Drug Screen	No
Health Screening	No
Background Check Requirements	All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. Please visit www.yale.edu/hronline/careers/screening/faqs.html for additional information on the background check requirements and process.
Posting Disclaimer	The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and

responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.

Affirmative Action Statement:

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Note

Yale University is a tobacco-free campus

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