Position Description

Date completed: 02/28/21

Title: Director for Journey Together

Classification: Exempt

Position Status: Regular Full-Time

Benefits: Health insurance, pension and vacation, sick and holiday pay

Supervisor: Academic Dean

Position Summary:

The Director for Journey Together is responsible for leading Wartburg Theological Seminary (WTS) in the development and implementation of Journey Together, a new Competency Based Education (CBE) program for Theological Education in Emerging Ministries (TEEM), an alternative pathway to ordination in the ELCA. This position oversees the development and launch of this program with initial cohorts offered in both English and Spanish, with the possibility of other cohorts being developed as needed.

Major Responsibilities/Activities:

- Oversee the launch and implementation of the program, coordinating efforts between WTS departments and external partners.
- Coordinate program and relationships between WTS, students, sites, synods, and assessment teams.
- Serve as the point person for representing this program to the wider community, coordinating publicity and marketing with Wartburg’s Director for Marketing.
- Support Journey Together students from the initial stages of inquiry to completion of program, walking with them as they integrate into the WTS community.
- Steward the financial resources allocated for Journey Together.
- Provide oversight of all related grants including the writing of grant proposals and required reporting.
- Ensure the timely development of the curriculum in coordination with the Academic Dean, the faculty of WTS, and other curriculum partners, and see to the integration of the curriculum into Castle Commons, Wartburg’s LMS.
• Design and implement regular assessment protocols throughout program.
• Oversight of AETH certification process.
• Serve as a WTS adjunct instructor according to credentials and needs of the seminary.

Qualifications:

• Knowledge of, passion for, and dedication to the mission of Wartburg Theological Seminary and the Evangelical Lutheran Church in America.
• Demonstrated skills and capabilities in project management, planning, organizing, supervising, and managing.
• Demonstrated high capacity for self-motivation and initiative combined with consistent collaboration with other leaders.
• Demonstrated ability to build trust among colleagues, across and within communities.
• Ability to travel from time to time on behalf of the seminary.
• Graduate level theological credentials required.
• Rostering in the ELCA preferred.
• Spanish as first language strongly preferred; fluency in Spanish required. Experience with digital teaching and learning.
• Knowledge of ELCA candidacy and experience with synodical relationships

Work Environment:

The Director for Journey Together is in nearly constant interaction with students, staff, faculty, congregations, and synodical partners in person, via video conferencing, and in writing. Meetings are frequent. This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Position is salaried with travel required (up to 25%) including possible evening and weekend work. Remote working arrangement may be considered.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, see and move around. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.