



Job Opening: SLU Program Coordinator

- Are you passionate about seeing this generation of young people rise to the call of leadership and live out their faith with excellence?
- Do you have previous experience in event management or hospitality or a degree in that field?
- Do you have gifts of administration, organization, and service?
- Do you feel energized by walking alongside a small team of people committed to setting each other up for success?

If so, then this unique position just might be right for you! This full-time position is located in Orlando, Florida.

SLU Program Coordinator Responsibilities:

- Program coordination to include various programs in SLU's Division of Youth Pastor Summit and SLU. Programs are assigned to SLU Program Coordinators throughout the year based on calendar and individual skill set.
 - Student Leadership University experiences throughout the year (8 to 19 experiences in a calendar year).
 - YPS experiences throughout the year (5 to 6 events in a calendar year).
- Assist fellow Program Coordinators in the logistics and administrative responsibilities related to YPS and SLU programs and registration of them (balance calls, program material, registration material, etc.) as assigned by the Division Leader.
- Serve as onsite Program Coordinator under the leadership of the Division Leader.
- Coordinate logistics related to program development and implementation (registration materials, program schedule, speakers, venue contracts, etc.).
- Manage and mentor volunteer staff under the leadership of the Division Leader.
- Maintain relationships with pastors, youth pastors, educators, and administrators throughout the year (i.e. gatekeepers that bring groups to Student Leadership University).
- Manage program budget
- Update program website and registration system
- Assist in the development and distribution of merch and other store items for each division program

Experience and Qualifications:

- A Bachelor's Degree or higher in Hospitality, Event Management or similar is preferred.
- Individuals need to be organized, gifted in administration, have the ability to meet deadlines, have good communication skills, be able to handle high-stress situations such as: multiple events, hosting VIP's, and organizing meetings.
- Individuals interested should be proficient in Microsoft Office (Word, Power Point, Outlook and Excel), Keynote, InDesign, Photoshop and be comfortable with using Mac operating systems.
- Individuals must have strong conversational skills – both in person and on the phone.
- Ideal candidates for this position are those that are passionate about developing programs that are designed to cultivate and equip students and those that lead them to think big thoughts, dream big God-sized dreams and lead with intentionality and purpose.
 - They must be self-starters and have the ability to multi-task projects and adapt to change.
 - They must be detailed, organized, dependable, take initiative and have a great attitude.

- Candidates should only apply if they are excited about [SLU's Statement of Vision](#) and are passionate about assisting our close-knit team in carrying out this vision.

Position Compensation and Benefits:

- *Compensation:* Compensation will be commensurate with experience and education level, paid twice monthly (15th and 30th)
- *Health Insurance:* SLU provides coverage for employees through Guidestone Resources (Blue Cross-Blue Shield). SLU does not pay for the coverage of spouses or dependents at this time, but you can elect to pay for it yourself through payroll deduction. It is a pretty robust plan with the best national/international coverage.
- *Vacation:* You will be fully vested on day one of your new role and will be offered 10 days of vacation, of which no two consecutive weeks are to be combined in your first twelve months of employment.
- *Benefits:* Quarterly staff development trainings, yearly stipend for personal development and time management tools, and opportunity to impact thousands of students and youth pastors lives through this ministry.

How to Apply: If you believe you are a good fit for our team, please email your resume and cover letter to jobs@studentleadership.net, note the position you are applying for and click [here](#) to fill out the pre-interview questions.