



Job Opening: SLU 101 and YPS 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 at least three professional years of experience in event management or coordination?
- Do you have gifts of administration, organization, or 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's is located in Orlando, Florida.

Position Area of Focus:

- Program coordination to include: Student Leadership University 101 experiences throughout the year (there are 8 to 10 experiences in a calendar year), YPS experiences throughout the year (5 to 6 events in a calendar year) and assist in other assigned programs throughout the year such as LIFT Tour Events and other SLU programs
- SLU 101 Program Coordinator responsibilities include:
 - serve as onsite coordinator (will stay onsite for all Orlando programs)
 - coordinate logistics related to program (such as registration materials, program schedule, speakers, and venue contracts with Sea World, Universal, buses, etc.)
 - Manage and mentor summer interns alongside SLU's Dean
 - Maintain relationships with pastors, youth pastors, educators, and administrators throughout the year (i.e. gatekeepers that bring groups to Student Leadership University)
 - Assist in coordination of the Inside Out Strategy
 - Manage program budget
 - Maintain all SLU technologies and AV equipment
- YPS Program Coordinator responsibilities include (to be reviewed and divided with Nikki in August):
 - Partner with YPS team for the success of the program
 - Serve as onsite coordinator
 - Coordinate logistics related to program with (such as speakers and artists, program schedule and program media, vendors, and venues/host sites)
 - Manage program budget
- Co-Coordination of the SLU Ambassador Program
- Assist fellow Coordinators in the logistics and administrative responsibilities related to SLU programs and registration of them (balance calls, program material, registration material)
- Opportunities to assist onsite staff team for events (to include but not limited to) 2 to 4 LIFT Tour events per year and additional SLU events.

Experience and Qualifications:

- 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 and Keynote (work off a Mac) and have strong phone skills.

- Ideal candidates for this position are self-starters and have the ability to multi-task projects and adapt to change and are 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.