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Position: **Program Director, Interfaith Youth Initiative (IFYI)**

**Cooperative Metropolitan Ministries (CMM)**

*CMM seeks a dynamic individual to fill the position of***Program Director, Interfaith Youth Initiative (IFYI).** *Founded in 1966, CMM’s mission is to mobilize congregations and communities across economic, religious, racial and ethnic boundaries so that, in partnership, we can work more effectively for a just and peaceful society and for spiritual growth and interfaith understanding.*

**CMM’s Interfaith Youth Initiative (IFYI)** brings together high school and college-age youth for leadership, peace-building and conflict-transformation training. IFYI is staffed by graduate theological students who design and lead this acclaimed week-long residential program for youth from a variety of ethnic, cultural, religious, economic, social and political backgrounds.

**5-10 hours per week up to 500 hours per year.**

**Supervisor: The Executive Director (ED)**

**The Program Director will be in charge of the year-long operations and running of the IFYI program, including**

* In coordination with the ED and other CMM and IFYI staff, oversee, plan, and direct the summer IFYI program, including the recruitment of graduate theological students as staff, planning of off-campus outings, coordination of staff, housing, meals, transportation, and other program details.
* Plan for IFYI retreats, reunions, Days of Interfaith Service, and other IFYI gatherings throughout the course of the program year.
* With the Recruitment Coordinator of IFYI, help with marketing and recruitment of IFYI participants, including outreach to congregations, communities, schools, etc.
* Coordinate the IFYI staff recruitment, application, interview, and selection process.
* Oversee and run the staff retreat/s prior to the IFYI start date.
* With CMM’s Marketing and Communications Coordinator, provide text and photos for the IFYI section on the CMM website, help with the e-newsletter in Constant Contact (specifically for IFYI), and other duties as assigned.

The Program Director will thoroughly understand the guidelines of the foundation that funds the IFYI program, and

* Will manage IFYI in a way that fulfills the guidelines of the foundation
* Will participate in writing the report at the conclusion of the program
* Will participate in writing grant proposals for future funding of IFYI
* Will participate in meetings with representatives of the foundation to explain IFYI

**Qualifications Sought:**

The successful candidate will bring to CMM:

1) Vision, energy, and commitment to interfaith/cross-cultural learning and social action;

2) Spiritual grounding and religious literacy;

3) A consensus-building leadership style;

4) Ability to accept direction from a supervisor and to work independently to complete tasks;

5) Ability to work with committees and to train volunteers;

6) Ability to organize effectively across lines of religion, race, class, and culture;

7) Bachelor’s degree. M.Div. or other Graduate Theological Education a plus.

**Desirable qualities:** Ability to inspire, guide, and train graduate theological students who are the staff of IFYI. Passion for social justice, spirituality, and working with diverse communities. Flexibility, sense of humor, availability to work evenings and weekends on occasion. Previous leadership experience in a retreat center or camp is a plus.

Position is part time, 5-10 hours per week up to 500 hours per year.

Suggested salary to be negotiated

**To apply, email a Cover Letter and Resume or CV with a List of 3 References** and their phone and email contact information to info@coopmet.org and include thewords: PROGRAM DIRECTOR (IFYI) APPLICATION FROM [YOUR NAME] in capital letters in the email subject line. Include specific details about all required competencies.

**Applications due** by September 17, 2017.

**CMM is committed to attracting a diverse pool of applicants and does not discriminate** on the basis of race, ethnicity, class, gender, sexual orientation, disability, or veteran status**.**

**Starting Date:** negotiable, but preferably in the beginning of October 2017.