

Position Description

Purpose of InterVarsity Press

As an extension of InterVarsity Christian Fellowship/USA,
InterVarsity Press serves those in the university, the church and the world,
By publishing resources that equip and encourage people
To follow Jesus as Savior and Lord in all of life.

JOB TITLE: Executive Assistant to the IVP Senior Leadership Team
Supervised by: Publisher
Supervises: None
Key Relationships: Senior Leadership Team (SLT)
Status: Part-time (20-24 hours), Non-Exempt

PURPOSE:

To advance the purpose of InterVarsity Press, this position will coordinate organizational, communication, and administrative tasks in support of the Publisher and the Senior Leadership Team.

MAJOR RESPONSIBILITIES:**Organizational**

- Welcoming and hosting visitors, arranging for meals to be brought in for various occasions.
- Coordinating, providing leadership to, and hosting all aspects of company conferences and events, both onsite and offsite including the Christmas party, IVP Day, and summer events
- Maintaining the Kerio calendar for the SLT and Pub Team Exec meetings, with deadlines, major meetings, conference room bookings
- Preparing and sending framed cover artwork of new books to IVP authors in a timely manner
- Set up and, in conjunction with others, prepare information for Quarterly Product Evaluation Meetings (QPEM)
- Provide a first-line of contact for select author inquiries and responses, as requested
- Provide responses to miscellaneous email forwarded by Customer Contact Center or reception desk, as requested
- Manage our Hilton Oak Brook Hills corporate relationship

Communications

- Collaborating with the Publisher in handling all forms of business communication to IVP staff including collaborating on "Publisher's Quarterly" and WordPress-based blog newsletters
- Enhancing and expediting communication for the Publisher both internally and externally through social and digital networking as well as through traditional channels

- Assisting the Publisher in communication with InterVarsity's President and Executive Team, as requested

Administration

- Assisting with programs and projects to support IVP's strategic partnership with InterVarsity Christian Fellowship, such as developing book recommendation lists and printed/PDF flyers, coordinating with other support departments like the Staff Store, and selling books at some training events or conferences
- Taking and distributing minutes at various meetings, as requested, including annual SLT off-site meetings
- Handling office tasks of mail prioritization, mailings, copying, witnessing contracts, etc.

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ and code of conduct
- Undergraduate degree
- Strong organizational skills with clear attention to detail
- Strong interpersonal and communication skills
- Ability to work independently with high initiative and receive requests from multiple members of the leadership team
- Ability to manage priorities well
- Familiarity with software tools for project management a plus
- Ability to be trusted with confidential information
- Experience with Microsoft applications (especially Word, Excel, PowerPoint and Excel)

External Candidates: Please see instructions at <https://www.ivpress.com/jobs-and-internships> to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and send this, along with your current resume to ivpcareers@ivpress.com.

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:

growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)