



Position Description

Position: Assistant Director of the Institute for Youth Ministry (IYM)
Department: Office of Continuing Education
Full-time or Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTSem Office Hours; flexible/variable based on programming needs
Reports to: Director of the Institute for Youth Ministry (IYM)

Submit cover letter and Resume/CV to: iym@ptsem.edu

Job Purpose: The Assistant Director of the Institute for Youth Ministry is a role providing administrative and pastoral leadership of the IYM's online and in-person programming and educational resources for people engaged in ministry with young people. This person will also assist with the development and implementation of IYM events and initiatives.

ESSENTIAL FUNCTIONS:

Administrative Leadership 40% of time

- Works collaboratively with IYM and Continuing Education staff to create, facilitate/support facilitation of new non-degree programs on ministry with young people. Assumes administrative and operational leadership for new programs as directed by the IYM Director and Associate Dean for Continuing Education.
- Works closely with the Director of the IYM and with the Office of Online and Digital Learning team, as appropriate, to develop and produce multimedia educational resources for the church and the academy related to ministry with young people.
- Works collaboratively with the IYM and Continuing Education teams to implement marketing strategies for the IYM's programs, events, and initiatives.
- Manages, monitors, and enhances assessment practices of the IYM's programs in alignment with the vision and goals of the IYM, Continuing Education, and Princeton Theological Seminary.
- Collaborates with colleagues in Continuing Education on events and programs and, when needed, provides logistical and administrative support for Continuing Education programs.

Program Leadership 30% of time

- Communicates and interprets the purpose and goals of the IYM's Certificate Programs (i.e. the Certificate in Youth and Theology program) to academic, ecclesial, and organizational bodies in order to strengthen networks, promote the programs, and recruit participants.
- Manages the application process for the IYM's Certificate Programs, reviews applications, interviews applicants and references as needed, and decides on admissions. Launches and runs a minimum of two (2) cohorts per year from admission to completion.
- Administers, assesses, and edits the various learning components of the IYM's Certificate Programs, including synchronous and asynchronous in-person, online, and hybrid courses and events.

- Manages budgets for the IYM Certificate Programs and stewards resources efficiently and effectively to meet mission and revenue targets.

Pastoral Support and Network Nurture

10% of time

- Provides pastoral support for the IYM's program and event participants, understanding role as a "pastor to pastors."
- Prioritizes and implements practices of inclusion and hospitality to every person in the wider IYM and PTS communities, including participants, leaders, colleagues, initial contacts, partners, and students.
- Cultivates and nurtures relationships with key leaders in the youth ministry ecology, including leaders in similarly-oriented organizations, established and emerging scholars, funders, and partner institutions.
- Identifies marketing opportunities within other ministry networks, traveling for conferences as needed for speaking, preaching, and networking.

Institutional Support

10% of time

- Serves on committees and task forces and performs occasional administrative duties that serve the wider institution of Princeton Seminary.
- Forms and maintains positive relationships with faculty, administration, staff, and students of Princeton Seminary.
- Collaborates with IYM and Continuing Education staff to share and to learn best practices and expertise with and from colleagues and students at Princeton Seminary.

Supervisory Responsibilities

10% of time

- Recruits, trains, supports, and supervises IYM student staff according to annual program, event, and project needs.
- Meets regularly with student workers and manages onboarding, logistics, and performance.
- Supports and contributes to hiring efforts that meet operational and mission needs for the IYM and Continuing Education.

OTHER FUNCTIONS:

- Other duties may be assigned by the Director of the IYM.

QUALIFICATIONS & SKILLS:

- An MDiv degree from an ATS accredited seminary or divinity school is required.
- Minimum 5 years' experience in youth ministry.
- Ability to reflect theologically on the nature and purpose of youth ministry.
- Excellent organization, administrative, interpersonal, and communication skills.
- Track record of planning and facilitating meetings, gatherings, and events.
- Experience with teaching and/or presenting educational and training programs.
- Ability to learn quickly and master computer systems and programs necessary to facilitate work tasks, including Microsoft Office 365, Zoom, Mailchimp, Wordpress, Canva, and Brightspace.
- Ability to work cooperatively with colleagues and other diverse constituencies.
- Ability to train, support, and supervise student staff.
- Proven commitment to equity, inclusion, diversity, and anti-racism.
- Ability to maintain confidentiality and sensitive information.
- Actively support and advance the mission of Princeton Theological Seminary.

PREFERRED QUALIFICATIONS:

- Ordination for Christian ministry in denomination recognized by World Council of Churches, or similar experience or credential.
- 7-10 years of experience in Christian ministry with young people.

PHYSICAL / ENVIRONMENTAL DEMANDS:

Ability to be mobile on campus with any needed accommodation, works in office environment, lifts up to 20 lbs., remain in a stationary position 50% of the time, wrist and hand movement related to computer work.

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

Prepared by: **Elizabeth Moore, Abigail Rusert, Tom Chester** Date: **September 2026**