

**Position Opening  
Church of the Brethren  
September 10, 2018**

**Director of Brethren Volunteer Service**

The Church of the Brethren is seeking an individual to fill the full-time salaried position of director of Brethren Volunteer Service (BVS). A successful candidate will be an energetic and dynamic leader who connects well with people of all ages, is skilled at leading through programmatic change and facilitates Christian discipleship formation. Major responsibilities include directing the program, ministry and staff of Brethren Volunteer Service and Brethren Workcamps. This position is part of the Global Mission and Service team and reports to the associate executive director.

Required skills and knowledge include:

- Skilled in program development, management and administration.
- Skilled in volunteer management.
- Skilled competency in Microsoft Office component applications.
- Knowledgeable and experienced in budget development and management.
- Skilled at supervision and mentorship of staff and staff volunteers.
- Ability to work with a minimum supervision, self-starter and readily adaptable to change.
- Ability to act within a multicultural and multigenerational team environment.
- Able to articulate, support and lead from the core values of the Church of the Brethren and to operate out of the vision of the Church of the Brethren and the Mission and Ministry Board.
- Able to relate with integrity and respect within and beyond the organization.

Experience:

- Five years proven experience in social services, program development, and administration.
- Three years of experience in volunteer management.

A Bachelor's degree is required, advanced degree in related field preferred.

This position is based in the Church of the Brethren headquarters in Elgin, IL

Applications will be received beginning immediately and will be reviewed on an ongoing basis until the position is filled. Qualified candidates are invited to send a resume to [COBApply@brethren.org](mailto:COBApply@brethren.org)

Office of Human Resources  
Church of the Brethren  
1451 Dundee Avenue  
Elgin, IL 60120  
800-323-8039 ext. 367



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