

VOCATIONAL OUTREACH ASSOCIATE

POSITION DESCRIPTION

GENERAL DESCRIPTION: The Vocational Outreach Associate works collaboratively with the Enrollment Management and Vocational Outreach team to connect with prospective students as they discern their calls to ministry. Notably, this position serves as one of the ambassadors for the Seminary, traveling regularly to represent Columbia. The Vocational Outreach Associate uses all available resources to establish and nurture strong relationships with prospective students, community leaders, and influencers. The position reports to the Senior Director of Admissions and Enrollment Operations.

ESSENTIAL RESPONSIBILITIES:

1. In partnership with the Enrollment Management and Vocational Outreach team, plan and execute a robust vocational outreach strategy that includes extensive travel, prospective student phone calls, prospect data management, virtual events, social media engagement, and other forms of promotion and connection (note: we expect the Admissions Associate to be away from the office recruiting the majority of the work-week).
2. With support from the Enrollment Management and Vocational Outreach team and the Senior Director of Alumni and Church Relations, connect with pastors, campus ministers, community leaders, students, alumni, and other influencers who work with feeder colleges, congregations, and strategic partners.
3. With support from the Enrollment Management and Vocational Outreach team, coordinate programs to engage prospective students discerning a call to ministry and connect them with the Seminary.
4. In collaboration with the Enrollment Management and Vocational Outreach team, plan and execute a communications strategy to provide ongoing contact with prospective students who express interest in applying to one of our degree programs.
5. Respond to new connections and prospective student inquiries promptly, typically within 24 hours (or one business day).
6. Maintain comprehensive records to assist with identifying strategic opportunities and adhere to company standards of professionalism, confidentiality, and integrity.
7. Cultivate and continually deepen intercultural competence to effectively engage prospective students and strategic partners; to honor, accept, and navigate differences across culture, race, ethnicity, religion, gender, sexual orientation, and ability.
8. Other duties as requested.

MINIMUM QUALIFICATIONS:

- Bachelor's degree (with a Master of Divinity or equivalent strongly preferred)
- Demonstrated success in marketing, communication, recruitment, or other related fields
- Connection to the Presbyterian Church (USA) preferred

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- A passion for Columbia Theological Seminary and a desire to invite others to be a part of it
- A strong attention to detail with disciplined time management skills
- An ability to communicate effectively, accurately, and persuasively using a wide range of tools
- Intercultural competence, engaging constructively across cultures and differences
- A proven capacity to clearly communicate the mission and vision of Columbia Theological Seminary to prospective students, pastors, faculty, and other influencers
- A professional who maintains confidentiality of student records and other information

PREFERRED QUALIFICATIONS:

- A greater Atlanta resident
- A member of a Presbyterian Church (USA) congregation
- A graduate of Columbia Theological Seminary

CLASSIFICATION:

- Full-time
- Exempt
- Telework eligible
- One-year (or nine-month) contract
- Term: through June 2026, renewable

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Office environment with travel required. Occasional evening and weekend work is necessary.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

COLUMBIA THEOLOGICAL SEMINARY is an educational institution of the Presbyterian Church (USA) and a community of theological inquiry and formation committed to diversity, equity, and inclusion in the service of the Church of Jesus Christ. Established in the Reformed tradition, we embody an ecumenical spirit and welcome people of all denominational backgrounds.

Consistent with the Seminary's Core Values and as a seminary affiliated with the Presbyterian Church (USA), Columbia Theological Seminary ("Seminary" or "CTS") affirms its commitment to promoting the goals of fairness and equity in all aspects of its theological and educational enterprise. Through federal, state, and local law and Seminary policy, the Seminary prohibits harassment of or discrimination against any person based upon sex, pregnancy, sexual orientation, gender identity, race, religion, nationality, socio-economic status, personal appearance, color, political affiliation, religion, creed, ethnicity, national origin, citizenship status, physical or mental ability, age, marital status, family responsibilities, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category.