Opening for Program Coordinator for Christian Counseling
Reformed Theological Seminary, Charlotte, NC

RTS Charlotte is pleased to announce an opening for the full-time position of Program Coordinator (PC) for Christian Counseling. This position will assist the Director of the Counseling program by recruiting visiting professors, overseeing field education, helping with publicity, and traveling to recruit for the program. The PC will work with and report to the Director of Admissions and Alumni Relations as well as the Academic Dean until a Director is named.

The PC will begin working to administrate and oversee the Master of Arts in Christian Counseling (MACC) program (and other related degree programs) while the search for the Director is underway.

RESPONSIBILITIES AND DUTIES

Administration. The PC will help assist in the administration of the Counseling program. This includes assisting the Director of the program with administrative duties, coordinating professors to teach the classes, overseeing field education, and developing publicity to promote the program.

Mentoring. The PC will be looked upon to assist in mentoring and advising students throughout the program. Thus, the PC must reflect the biblical perspective and ethos of the program and instill those qualities in the students we hope to develop.

Travel and Recruitment. The PC will be required to travel to conferences, colleges, and other venues necessary where they can recruit perspective students and connect with influential people in the field. The PC should have the ability to speak at events or places on the subject of Biblical Counseling.

Admissions. The PC will review applications, interview prospective students and admit qualified students under the direction and oversight of the Director of Admissions. Difficult or questionable cases may be referred to the Admissions Committee (made up of the Dean of Students, Academic Dean and/or Campus President).

Alumni Relations. The PC should help interact with graduates of the program to help network for the purpose of recruitment and development opportunities.

Oversight of work-study students. The PC should be able to oversee and direct any work-study students who are working for RTS Charlotte in the counseling program.

SALARY AND OTHER BENEFITS

Salary. To be negotiated based on qualifications and experience. The range will begin at $35k.
Benefits. All full-time employees are offered health insurance (if needed) and a retirement plan. Details of these plans are available upon request.

SKILLS AND ABILITIES

A masters degree in Christian counseling, and some counseling experience is preferable (though neither are required). The candidate must be committed to the inerrancy of Scripture, Reformed theology, and the biblically-based model of counseling as exemplified in organizations like the Christian Counseling and Educational Foundation (CCEF). Ability to speak in public settings is crucial. Must be organized and computer literate. Also, this individual should be a people person who has administrative gifts and a task orientation. They must have a vision and passion for an opportunity to impact the world through seminary training. Love of students and an educational environment would be important. Wisdom and skills in life counseling would be an asset. Should be a team player who is humble. Must be able to take the initiative. Needs a discerning spirit which understands others strengths and weaknesses. Desire to travel is essential. Must be able to multi-task and work with others.

For more information on the RTS Charlotte counseling program, see the website here.

Please send resume/CV and all correspondence to Stephane Jeanrenaud, sjeanrenaud@rts.edu.