Job Title: International Development Coordinator

Summary: The International Development Coordinator serves the president as the project manager for Montreat College’s entry strategy into China. An essential focus of this position is carrying out communication strategies and providing logistical support for advancing Montreat College’s relationship building and enrollment objectives in China.

Required Education:
- Bachelor’s degree required.
- Master’s degree preferred.

Required Experience:
- Three–five years of project management experience is required.
- Demonstrated effectiveness in leadership roles.
- Demonstrated ability to use technology to improve efficiency, effectiveness, and project management.
- Experience in Asia preferred.

Primary Duties/Essential Functions:
- Assist the president in communication and coordination with the Billy Graham Evangelistic Association (BGEA), Montreat College alumni and friends, and other essential partners in the development of a Montreat College presence in China. This is achieved through ongoing communication with BGEA leaders and staff, College friends, partner organizations in China, and other individuals and organizations with essential skills and resources to support these efforts.
- Provide logistical support to the president in making travel arrangements to China, in coordination with BGEA and other partners.
- Work cooperatively with the College’s Admissions and Marketing/Communications offices to implement innovative ways to introduce Montreat College to prospective students and their parents, and those who influence them with the goal of attracting students to enroll at Montreat College.
- Support Montreat leadership in identifying beneficial community resources with China expertise that can assist the College in program development and support.
- Develop and implement other events and projects in support of the mission of Montreat College in China as directed by the president.
- Assist in evaluating the effectiveness of the China development activities.
- Provide project management assistance to the development of a China regional communication and enrollment model.

Skills:
- Exceptional project management skills, including excellent communication and problem solving skills, and the ability to exercise independent judgment and discretion.
- Ability to work collaboratively with people and partner organizations.
- Management and organizational skills.
• Proficient in data management.
• Proficient in interpersonal correspondence and report writing.
• Strong written and verbal communication skills.
• Ability to manage details and follow through.
• Must be collaborative and an effective team member and team builder.

Goals and Compensation:
• Meet established communication, travel planning, and program development objectives as established by the president.
• This is an hourly, part-time, and temporary position, estimated at 10-15 hours weekly.

Reports to:
The President

Application Requirements:
Review of applicants will begin immediately and continue until the position of filled. Candidates are requested to send the following materials:

1) Professional Resume
2) Cover letter
3) Personal testimony of salvation
4) List of three professional references

By Mail:
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About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.