

Room for Doubt Temporary Project Manager

Lincoln Christian University is searching for a *temporary part-time* Room for Doubt Project Manager for University Advancement for a potential start of January 2017.

Applicants need:

- Commitment to the mission and vision of Lincoln Christian University
- Strong administrative and detail-oriented skills
- To multi-task, manage, and prioritize multiple projects with minimum supervision
- To be able to work independently and collaboratively
- Exceptional interpersonal and communication skills (verbal and written), especially with key leaders in churches and parachurch ministries
- Must be able and willing to travel, including some overnight
- Must have current driver's license, acceptable driving record and be able to travel on aircraft
- Ability to work some irregular hours, evenings, and weekends as requested
- A bachelor's degree from a four year accredited college or university
- Proficiency in Microsoft Word and Excel and website management
- Temporary position for 6 months to a year in 2017

The Project Manager will manage the Room for Doubt project under the supervision of the LCU Advancement Department to include all phases of marketing and distribution of the materials to church and para church leaders, including those whose ministry focuses on youth. This position will be traveling as needed to various conferences to promote the Room for Doubt material. For a full job description, go to <https://www.lincolnchristian.edu/employees/opportunities.php>. This temporary part-time position is scheduled to work 20 hours per week. The Project Manager reports to the University Advancement department, and abides by the expectations and responsibilities listed in the job description.

Applicants should be prepared to respond to the University's mission, core values, and statement of faith (available at www.lincolnchristian.edu/about-us/#mission). Submit cover letter, resume, and references to Mrs. Marla Bennett, Director of Human Resources, by email at hr@lincolnchristian.edu. Submissions will be accepted until **January 2, 2017 or until position is filled**.

Lincoln Christian University was founded in the heart of Illinois in 1944. Today, more than 1,000 students pursue their undergraduate, seminary, and adult and graduate studies education at our main campus, extension sites, and online. Our alumni have served across the United States and in more than 160 countries. LCU gives its students the knowledge, skills, and Biblical worldview to live their mission in the church, the workplace, and the world. LCU offers a variety of majors and degrees ranging from professional two-year associate degrees to the Doctor of Ministry. The school is historically associated with the Christian Church/Church of Christ, or Restoration (Stone-Campbell) Movement. Additional information about Lincoln Christian University is available at www.lincolnchristian.edu.

Lincoln Christian University does not unlawfully discriminate in employment practices on the basis of race, color, national or ethnic origin, age, gender, disability, or prior military service. Lincoln Christian University encourages applicants who will contribute to the cultural diversity of the University to apply and to identify themselves if they wish. Federal guidelines clearly recognize the right of church-related institutions to seek personnel who will support the goals of the institution, including the right to select members of the church to which the institution is related.