

Director of CBTE Programs

Campus of Trinity Western University, Langley, BC



Learning to lead like Jesus.

About Us

At Northwest College & Seminary, we understand the needs and dynamics of learning to serve skilfully in today's culture. Our degrees allow for in-person, online, distance, and in-context learning. Operating since 1934, our unique in-context programs are holistic, integrating mentored development and demonstration of knowledge, skill, and character competencies critical to success in ministry.

Located in the beautiful Fraser Valley of British Columbia on the Trinity Western University Campus, Northwest students are completing degrees from coast-to-coast in Canada, as well as the USA, Central and South America, and beyond.

The Northwest community is made up of a diverse and caring group of people - faculty, staff, students, alumni, churches, agencies and donors. Our vibrant and nimble team of almost 30 staff and faculty offer an innovative, friendly, and supportive work environment committed to serving a diverse and multi-cultural church. We also seek to reflect the gender, cultural and ethnic diversity of the global body of Christ in our faculty, staff and administration. Find out [more about us](#).

The Opportunity

Posting Number: 050	Posting Date: July 8, 2026	Application Deadline: August 31, 2026
Position Status: Full Time	Hours/Week: 37.5	Remote Work: May be available up to 20%

The Director of CBTE Programs provides leadership in the development, implementation, continuous improvement, and growth of competency-based theological education (CBTE) programs at Northwest College and Seminary. This role integrates student recruitment, holistic student support, community life, and pastoral care with program design to foster student success and engagement from recruitment through graduation.

Working collaboratively with the academic office, admissions, student services, and community partners, the Director drives program quality, student enrolment, and institutional impact, with particular emphasis on developing and growing Northwest undergraduate programs. This role also carries responsibility for confidently representing Northwest College and Seminary at conferences, recruitment opportunities, and meeting recruitment goals.

We are looking for someone who can bring a systems and process mindset to our CBTE programs but can also connect meaningfully with students and partners alike. The ideal candidate can articulate the value of our programs with warmth and clarity and is passionate about building community and shaping the next generation of leaders.

What you'll be doing

A. Leadership and Vision

- a. Collaborate with the Undergraduate Program Manager to develop and implement a strategic vision for undergraduate CBTE programs that aligns with the College's mission and goals.
- b. Collaborate with the Undergraduate Program Manager, faculty, and leadership to refine curriculum structure, learning outcomes, and assessment approaches.
- c. Use data and feedback to inform decisions, assess program effectiveness, and support continuous improvement.
- d. Build strong partnerships with faculty, staff, mentors, church and ministry partners, and external stakeholders who contribute to student learning and placement.

B. Recruitment, Admissions and Championing

- a. Develop and implement a strategic plan for undergraduate CBTE program recruitment that aligns with the College's mission and goals.
- b. Be an ambassador for Northwest graduate and undergraduate CBTE programs.
- c. Support and improve student intake and assessment processes.
- d. Lead long-term planning to grow student numbers, improve retention, and elevate student satisfaction.
- e. Forecast student enrollment.
- f. Represent the College at community, educational, and church-related events to advance undergraduate programming, funding, and visibility.

C. Student Experience and Success

- a. Provide collaborative leadership and direction for student engagement initiatives, including orientation, transition support, community-building activities, and retreats.
- b. Collaborate with the Undergraduate Program Manager to ensure a welcoming and supportive environment for both remote and in-person students.
- c. Support initiatives that strengthen the undergraduate mentor program, progress monitoring, and academic support.
- d. Champion practices that integrate pastoral care, spiritual formation, and community life into the academic experience.
- e. Fulfill the Lead Mentor role for assigned students.
- f. Ensure a positive cohort experience, supportive structure for community and belonging, and success for all students.

D. Assessment, Evaluation and Reporting

- a. Collaborate in the collection and analysis of student experience and engagement data to inform program improvements.
- b. Prepare periodic reports for senior leadership and stakeholders highlighting progress, outcomes, and strategic recommendations.

Compensation

The salary range is \$85K - \$95K annually, depending on level of experience.

Benefits & Perks

- Extended health & LTD
- 3 weeks' vacation
- Christmas holiday shutdown
- 5% retirement savings plan (after one year)
- Working with a great team of people!

About You

You are a committed follower of Jesus and are kind, caring and compassionate. You have the following:

Required Skills

Skills	Proficiency Level
Public speaking and stakeholder engagement	Advanced
Systems-thinker. Understands needs, functions and responsibilities of key internal and external stakeholders.	Advanced
Visionary leader who can execute on the vision	Advanced
Spiritual leadership and pastoral care	Advanced
Microsoft Office suite (Excel, Word, Outlook, Power Point), Google Workspace	Intermediate
English fluency	Advanced
Comfortable with computers and adopting technology best practices	Intermediate

Position Success Traits

In addition to the Success Traits listed below, the incumbent must have a love for God, be a committed follower of Jesus, be kind, caring, and compassionate and be committed to Northwest's mission, community standards, and values.

- Collaborative teamwork
- Entrepreneurial
- Service Orientation
- Initiative and is a self-starter
- Planning/organization skills/time management
- Problem-solving and critical thinking
- Innovation & creativity
- Interpersonal skills and relationship building
- Promotion of values & ethics
- Continuous learning

Education/Training/Experience

Education/Training/Experience	Required	Preferred
Master's degree in related discipline	x	
Doctoral degree in related discipline		x
Minimum of 5 years of experience in Christian education and ministry	x	
Experience providing care, support and wise counsel to young adults	x	
Fluency in Spanish, French or Korean		x

How to Apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in one file to hr@nbseminary.ca quoting **position number #50** in the subject line, on or before **August 31**. Your application will be handled with utmost discretion and confidentiality.

All applicants will receive an automated email response confirming receipt of their application submission. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

Note that Northwest conducts criminal background checks for all final stage candidates.

We sincerely thank all applicants for their interest in Northwest College & Seminary.