



Memphis Fellows Program Assistant Director

POSITION DESCRIPTION

The Assistant Director is a part-time position (up to 20 hours per week) that will help the Executive Director in planning programming and events, maintaining communications, performing administrative duties, and recruiting for the Memphis Fellows Program. The Assistant Director will work alongside the Director but will also be a self-starter and will work remotely and independently as necessary.

The person in this position has the potential to become the Director of the Memphis Fellows. This role requires membership at Second Presbyterian Church to enable more interaction with the Fellows and to support the recruitment of host families, mentors, and work placements.

PROGRAM'S VISION

The Memphis Fellows program is a 9-month leadership and vocational development ministry of Second Presbyterian Church in Memphis, TN. Each year, a class of recent college graduates come to Memphis to grow and learn about integrating faith and life. Through Biblical courses, a paid internship in their field of interest, mentoring and many leadership and community service opportunities, fellows develop and apply their gifts in real-world situations while learning to integrate a Christian worldview into all areas of life.

RESPONSIBILITIES

(25%) The Assistant Director will manage most of the recruitment efforts of the program. During recruiting season there are many moving parts, deadlines, and recruiting efforts with applications, interviews, and onboarding Fellows.

- When an application for the Memphis Fellows is received the AD will ask for references for each applicant. The AD will contact the Admissions Chair and schedule interviews, books a room for the interview at the church, and communicate with the applicant and the committee members about the interview.
- Manage onboarding paperwork for applicants including signed contracts, applications for scholarships, and host family, mentor, work placement, and volunteer questionnaires.

(25%) Support the Director through communications and overseeing administrative duties.

- Manage Fellows tuition payments and support fundraising activities including thank you follow ups
- Coordinate monthly electronic newsletter from the MFP to the Memphis Fellows community
- Coordinate bi-monthly weekly blog post by Fellows to the Memphis Fellows community
- Aid in managing emails, the MFP website, and social media accounts (Facebook, Instagram)
- Work with Committee Chairs to schedule committee meetings and to help with administrative needs (meeting agendas, Google documents, spreadsheets, etc.)
- Other duties as assigned

(25%) Assist in planning weekly and monthly programming, events, and retreats.

- Aid in coordinating weekly Fellow's activities, including Roundtables (MLT) and Fellows classes
- Assist in coordinating special events, including educational and recreational events for Fellows, and luncheons for host families, employers, mentors, and other supporters of the MFP.
- Assist in coordinating various retreats, events, and meetings as directed. Current retreats include Opening Retreat, Prayer and Silent Retreat, National Fellows Conference, Fellow's Christmas Party, Reorientation Retreat, Vocational Discernment Retreat, Civil Rights Pilgrimage, Women's and Men's Retreat, Mission Trip, and Closing Retreat.

(25%) Assist in recruiting host families, work placements, and mentors. Communicate regularly with the chairs of each of those committees and help oversee the summer recruitment as needed.

- During the summer host families are secured through personal contact, emails, social media, and visiting Sunday Schools. The AD will help the host family coordinator with recruitment.
- During the summer work placements are secured through personal contact, emails, social media and visiting Sunday Schools. The AD will help the work placement coordinator with recruitment.
- During the summer mentors are secured through personal contact, emails, social media and visiting Sunday Schools. The AD will help the work placement coordinator with recruitment.

QUALIFICATIONS

- Confident leading and speaking in public
- High degree of confidentiality and maturity
- 10-year work experience post college
- Prior experience in a position of organizing
- Excellent written communication
- Proficient or able to learn social media/promotion
- Ability to juggle multiple projects at once
- Member of Second Presbyterian Church

TIME COMMITMENT

- Part-time (20 hours per week)
- Attend class, roundtable, and retreats as needed
- Meet weekly with the Director
- Assist with recruitment of host families, mentors, and work placements
- Spearhead Fellows recruitment efforts/admission
- Have flexibility to go on over-night trips
- May work remotely but in Memphis

HOW TO APPLY

To learn more about the Memphis Fellows Program or if interested in applying for this role, please contact Deb Coleman at fellows@2pc.org.