

POSITION: ASSISTANT DIRECTOR, CAPITAL FELLOWS, FAIRFAX SITE

Status: Part-Time (Approx. 12 hrs/week), Non-Exempt
Reports to: Director, Capital Fellows

ABOUT US

Capital Presbyterian Fairfax is part of the Capital Pres Family: one church with multiple locations. We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

ABOUT THE CAPITAL FELLOWS PROGRAM

The Capital Fellows program is a 9-month, advanced leadership and vocational development initiative of the Capital Pres Family. Each year, 16-18 recent college graduates come to the Washington DC area to grow and be challenged as emerging leaders and professionals. Through graduate courses, a paid internship, one-on-one mentoring and leadership and community service, fellows develop and apply their gifts in real-world situations while learning to integrate a Christian worldview into all of life.

POSITION SUMMARY

As a key member of the Capital Fellows program staff, the Assistant Director (AD) shares responsibility for the successful leadership of the Capital Fellows program. The AD supports and complements the role of the Director by supporting some of the administrative needs of the overall program and serving as the AD for the Fairfax site (there is another AD supporting the McLean site). This is an exceptional opportunity to play a key role in the leadership of a unique and vital ministry and in the lives of emerging young leaders. It is also an exciting opportunity to grow and be challenged as a ministry professional. The Capital Fellows program is a complex ministry with many moving parts, deadlines, volunteer teams, and partnerships beyond the church. The AD is responsible for many of the day-to-day, operational aspects of the program.

ROLES AND RESPONSIBILITIES

General Responsibilities

- Work with and support the Director with the vision, strategy and overall direction of the program. Anticipate the needs of the program as established by the Director and practice exceptional, proactive communications with the Director as much as possible.
- Under the guidance of the Director, prepare and teach lessons at the kickoff retreat, winter retreat, roundtable and other events (e.g. on the host family experience, community life).
- Actively represent the Capital Fellows program at various church staff and team meetings, events and programs (i.e. staff training, meetings, devotionals, and retreats).
- Work closely with the other Capital Fellows program staff and volunteer leaders to manage and maintain the extensive online repository of files and documents associated with the program.
- Travel to, coordinate, and participate in several fellows-related retreats and conferences (e.g. Kickoff Retreat in Aug/Sept, Vocational Retreat in Jan, TFI National Conference in Apr).
- Other duties as assigned by the Director.

Capital Fellows Program Responsibilities

- Serve as an administrative coordinator of the Capital Fellows program. Work closely with the Director and other program staff to ensure healthy program operations in the Capital Pres Family's multisite context.
- Provide staff support to the Capital Fellows recruitment team, focusing on communication with potential applicants, organizing campus visits for the Director and other members of the recruiting team, and developing and maintaining a suite of online and offline recruiting tools and resources.

Fairfax Site Responsibilities

- Serve as the primary coordinator for program administration at the Fairfax site.
- Under the leadership of the Director, provide individual and group-level discipleship to the fellows assigned to the Fairfax site. This involves building and maintaining positive discipleship relationships with fellows through 1:1 ministry, attendance at weekly Roundtable meetings, and participation in fellows activities throughout the year.
- Along with the McLean site AD, serve as an active and central team member and staff representative on the mentoring and host family placement teams. Other team responsibilities may be assigned as well.
- In conjunction with Director of Ministry Support, coordinate the interviewing and support the onboarding process of any Ecclesial Fellows that are hired by the Fairfax site.

POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ.
- Exemplary life as delineated in 1 Timothy 3 and Titus 1.
- Passionate about the vision and grace-driven philosophy of our church.
- Agreement with and excitement about the basic principles of Reformed theology.
- Church Membership via the Fairfax or McLean site (a requirement but not a prerequisite).
- Embody and multiply our church culture: a) *Focus* – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) *Family* – We love our church family – and we want to love each other well; c) *Fun* – God rules and reigns so we can enjoy the ride.
- A bachelor's degree from an accredited university.
- 3-4 years of professional work experience, preferably in a related field.
- Current and, preferably, advanced skills with Microsoft Office, Google Suite, Asana, and Slack. Experience with Mailchimp and Wix is a plus.
- Exceptional administrative, organizational, communications, and volunteer management skills.
- Exceptional interpersonal, team, and discipleship skills. Strong and proactive communications skills – written and oral.
- High degree of personal drive, commitment, reliability, attention to detail, and spiritual maturity.
- Clear and compelling sense of calling to work with emerging young adult leaders.

TO APPLY

To apply for this opportunity, please email your resume, cover letter and list of references to John Kyle, Director of Capital Fellows, johnkyle@mcleanpres.org.