



**Episcopal Diocese of Massachusetts**  
**ASSOCIATE DIRECTOR OF TRAINING & RECRUITMENT FOR**  
**LIFE TOGETHER:**  
**THE DIOMASS INTERN PROGRAM**

**ABOUT LIFE TOGETHER**

Life Together is a 10 to 24 month faith-based social-justice fellowship and leadership development program for emerging leaders, based in Boston, MA. During their year with Life Together, fellows work for social justice, grow as leaders, and live in community with other fellows. Life Together is a strategic initiative of The Episcopal Diocese of Massachusetts and an affiliate program of the Episcopal Service Corps. Read more at [www.lifetogethercommunity.org](http://www.lifetogethercommunity.org).

**POSITION SUMMARY**

The Associate Director of Training & Recruitment, one of two full-time positions on the Life Together team, will be responsible for recruiting and selecting a diverse cohort of at least 14 young adults each year. The position is also responsible for the design and implementation of Life Together's dynamic spiritual formation and training program, which seeks to equip young adults with spiritually-grounded, anti-racist, liberating practices to become change agents in the church and beyond.

**QUALIFICATIONS:**

- Experience in Christian formation or leadership development training
- Strong organizational skills, with ability to track and move forward details on multiple projects simultaneously
- Excellent communication skills; ability to support and collaborate successfully with multiple constituents inside and outside of the organization
- Strong pastoral and relational and community building skills with diverse constituencies (church-based, social justice non-profits, young adults)
- Strong facilitation skills of meetings or group process
- Experience facilitating groups around themes of racial equity, and helping communities live more fully into the Gospel message of liberation.
- A passionate commitment to Christian spirituality and social justice, while being comfortable supporting young adults with diverse spiritual needs; priority will be given to candidates who have a background in spirituality, non-profit administration or team management; an understanding of the Episcopal Church is a plus
- Relationships with communities working toward equity, justice, and liberation in Massachusetts, or a commitment to building such relationships

- Comfortable working in a highly entrepreneurial environment and the willingness to contribute as needed to an emerging organization
- Exceptional orientation to detail, with ability to manage databases, finances and keep track of specifics
- Self-initiated problem solver
- Confidence with technology, including willingness to learn new systems and become proficient enough to support others
- A sense of humor and ability to give and take feedback

### **EDUCATION/KNOWLEDGE/EXPERIENCE:**

An undergraduate degree and 2+ years of experience in a similar role, or equivalent experience, preferably in a nonprofit or religious institution.

### **COMPUTER SKILLS:**

To perform this job successfully, an individual must be proficient in Microsoft Office, especially in Word and Excel, and the Google suite of products.

### **KEY RESPONSIBILITIES**

**TRAINING DIRECTOR** – Develop and manage the Christian formation program for Life Together, cultivating anti-racist leaders to build a more equitable church and society.

- Supervise the development and management the Christian formation program with focus on the contemplative, communal and prophetic practices of Christian leadership.
- Develop theological reflection and education that makes the connections between the Jesus Way and Empire Way, servant leadership paradigm, anti-racism work, and the practical leadership development training for two intentional communities and 14 fellows.
- Foster formation and community-building initiatives that center the voices of those historically marginalized by the church, including the voices of Black, indigenous, and people of color (BIPOC).
- Create spaces for young adults to explore and cultivate their own spiritual identities, including those who may not explicitly identify with the Christian tradition.
- Oversee the eight-day Orientation Program and the leadership development of the Core Team of 5-8 young adult staff (staff and 2<sup>nd</sup> Year fellows).
- Coordinate the Training Team (with 2<sup>nd</sup> Year fellows) which supports the Core team, logistics and communications for monthly trainings.
- Manage Prayer Partner team, including recruitment and on-going support through monthly meetings during the program year.
- Co-facilitate monthly racial Affinity Groups for fellows, Prayer Partners, and staff.

- Develop the Christian contemplative, liturgical and spiritual formation identity of the community, including developing contemplative worship leaders.

**FELLOW RECRUITMENT AND SELECTION** - Lead the recruitment and selection process for Life Together fellows.

- Create plan to recruit a diverse cohort of fellows in August, and begin implementation in September for the following year.
- Design and manage all aspects of the recruitment, application, and selection process, including revising documents and systems (Google Docs, Dropbox, and Salesforce); screening and evaluating applications; and the interview, offer, and selection process
- Serve as lead interviewer.
- Process acceptance of offers and send initial enrollment paperwork to incoming fellows
- Identify venues for both advertisement and networking, including in communities of color.
- Manage the logistics of hiring second year Emmaus Fellows, in conjunction with the Executive Director.

**PROGRAM AND STAFF MANAGEMENT** - Manage day-to-day functions of the Life Together program. Hold accountability for achieving the goals of the program.

- With Executive Director, supervise Emmaus Fellow team through weekly work time gatherings; serve as direct supervisor for 1-3 Emmaus Fellows each year.
- *Assist the Executive Director as needed.*

**OPERATIONS AND PROGRAM LOGISTICS** – Oversee program administration.

- Manage the enrollment and hiring process of new fellows and the move-out/exit process of ending fellows.
- Maintain Life Together’s Salesforce database, in conjunction with Executive Director.
- Manage incoming revenue and deposit process.
- Submit vendor payment requests.
- Manage payroll, health insurance, and reimbursements for Life Together fellows.
- Coordinate building maintenance with partners at our two intentional communities.
- Assist with the scheduling of maintenance and repair of properties as needed.
- Manage the logistics for all major fellow trainings, retreats, and other program events.
- Work with the Executive Director to assess and modify administrative systems as needed to achieve greater equity for fellows who come from diverse racial and class backgrounds.
- *Assist the Executive Director as needed*

**VISIONING** – Support key strategic initiatives of Life Together program, helping Life Together play a part in creating a more just and equitable church and world.

- With Life Together's Executive Director, fellows, and supporters, work intentionally to dismantle racism, work in ways that challenge white supremacy culture, and recruit, raise up, and support BIPOC leaders and communities.
- Support efforts at Life Together to creatively reimagine the role of Christianity and the church in bringing about God's dream of justice and liberation for all people.
- Participate in visioning and planning strategic initiatives of Life Together, particularly those related to expansion and/or new types of fellowship opportunities.
- Support organization-wide networking and strategic priorities, particularly racial equity work, through the training program, recruitment, and in other areas as needed.

**EVALUATION AND DOCUMENTATION** – Maintain Life Together records and evaluation process.

- Manage baseline fellow evaluation process during Orientation.
- Manage fellow end of year evaluation and exit interview process in June.
- With Executive Director, analyze and synthesize evaluation results each year, making shifts that better support the leadership of young adults.

**STAFF MEETINGS AND CHECK-INS** – Participate in weekly contemplative prayer time with staff, check-ins with Executive Director and quarterly check-ins with advisory board. Attend periodic Episcopal Diocese of Massachusetts staff meetings and events.

**PHYSICAL DEMANDS:**

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands. The employee is routinely required to stand and walk.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The Episcopal Diocese of Massachusetts is an Equal Opportunity Employer.*