



## **Hands and Feet of Asheville: Program Director Job Description**

**Purpose:** Manage and coordinate Hands and Feet of Asheville's residential young adult transformation program. Hands and Feet of Asheville is an independent non-profit, supported by the strong Presbyterian Church (USA) community within Western NC and open to participants of all faith and tradition backgrounds. Hands and Feet of Asheville (HFA) engages young adults in transformative mission to inspire a lifetime of caring and commitment to social justice. Simple living, intentional community, and racial and economic justice are at the core of Hands and Feet of Asheville.

**Reports to:** Board of Directors of Hands and Feet of Asheville

**Hours:** 20 hours per week on average, salaried at \$30-32.50 an hour, based on experience

**Location:** Hands and Feet is based in Asheville, NC and program participants live in Montreat, NC

**Desired Start Date:** May 31, 2024

### **Essential Functions:**

#### **Participate in the Young Adult Transformation Collective (YATC)**

- HFA is a member site of the Young Adult Transformation Collective, which resources, recruits for, and equips locally-led young adult transformation experiences
- The Program Director is expected to attend monthly YATC meetings and contribute 5 hours monthly to the work of the collective, which includes recruitment efforts, program development, and serving as a conversation partner for other transformation sites

#### **Recruit, select, and launch candidates**

- Establish a recruitment ecosystem with regional colleges, universities, and churches
- Conduct interviews with potential candidates in partnership with YATC
- Determine partner non-profit placement
- Facilitate program orientation

#### **Nurture and challenge the participants**

- Plan weekly community meetings for discernment and spiritual and professional growth
- Meet one on one with individual participants every 2 months
- Coordinate an annual retreat with vocational discernment partner(s)

#### **Promote and develop support for the program**

- Develop and maintain relationships with partner non-profits, partner churches, and the Presbytery of WNC
- Work with the HFA board on fundraising plans, implementation, and donor support
- Provide monthly reports to the HFA board

#### **Administer the financial and programmatic components of the program**

- Prepare and manage the program's budget
- Obtain available grants and mission committee funds from local PC(USA) churches and the Presbytery of WNC, and explore and pursue other funding possibilities
- Evaluate the overall program at the end of each program year
- Maintain a history of the program and participant contact information

### **Desired Qualifications:**

- Commitment to a gospel that seeks justice through inter-faith peacemaking, love, and courage



- Personal theological maturity, competency, and appreciation for theological and faith differences
- Experience and/or study in the creation and nurture of intentional community
- Demonstrated experience in working with and love for young adults
- A heart for social justice work centered in anti-racism
- Excellent communication, organization, interpersonal, group facilitation, and conflict resolution skills
- Capacity to serve as an advocate for the program in congregations and the wider community, and to shepherd efforts for financial support of the program

**Job Expectations:**

- Hybrid work environment, with in-person requirements for participant Community Days in Montreat, NC, non-profit partner site visits, and participant check-ins
- Regular and accurate communication with others
- Completion of work tasks involving the use of phone, computer, web, and video technology, the ability to interact effectively with digital and printed materials, and to operate required job-related equipment
- Valid driver's license
- Occasional work outside of typical hours for meetings, presentations, or participant support

**Resumes, references, and a cover letter should be sent to: Emma Goldrick, Chair of the Board of HFA - [egoldrick22@gmail.com](mailto:egoldrick22@gmail.com) - through May 15, 2024**

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