

**ASSOCIATE DIRECTOR
FOR
ADMINISTRATION AND COMMUNICATION
BE THE NEIGHBOR
FORT WORTH, TEXAS**

FULL TIME

Be The Neighbor is a justice-based service-learning trip ministry that equips youth and adults to live lives of love, service, and justice. It is a 501(c)(3) nonprofit organization related to the Christian Church (Disciples of Christ) and The United Church of Christ. Be The Neighbor was formed in 2022 from the uniting of two ministries: Reach Beyond Mission, a 501(c)(3) nonprofit formed in 2013 and based in Austin, Texas, and Connect Ministries, a ministry of Ridglea Christian Church (Disciples of Christ) in Fort Worth, Texas. Be The Neighbor leads two complementary types of trips. Connect trips focus on how to actively develop partners in participants' own neighborhoods so that, together with their neighbors, they can work to make their community a place where all people can thrive. Reach trips help groups understand the root causes and systemic nature of injustices and equip groups to make long-term change through service and advocacy.

JOB SUMMARY

The Associate Director for Administration and Communication will have primary responsibility for administration of Be the Neighbor and certain aspects of the organization's external communication.

The job is not expected to begin until September 2023.

RESPONSIBILITIES

Administration

The Associate Director will manage Be The Neighbor's operations professionally and in accordance with the organization's mission and values, and will ensure, with the Executive Director, compliance with all applicable laws and regulations. Duties will include:

- handling registrations for summer programming;
- making travel and lodging arrangements for Be The Neighbor staff, including summer staff;
- overseeing purchase of food and supplies for programming;
- completing and providing necessary forms to insurance providers, health care providers, vendors, Community Partners, lodging providers, and other appropriate requestors;
- receiving and responding to communications and inquiries from participants, youth ministers, parents, adult chaperones, Community Partners, and guest speakers;
- preparing and filing reports required by law, e.g., IRS Form 990;
- assisting the Executive Director with the preparation of the annual budget;
- assuring that the organization's official documents are retained and archived; and

- overseeing Be The Neighbor's financial systems and operations, including accounting, bookkeeping, payroll, bill payment, and taxes and withholding.

Communications

Communication with churches, grantors, donors, denominations, ministers, participants, Community Partners, guest speakers, and other interested parties is vital to Be The Neighbor. The Associate Director will be responsible for the following aspects of the organization's external communications, ensuring that they are professional in substance and appearance, accurate, timely, appropriate, and responsive. Duties will include:

- maintaining Be The Neighbor's website and performing other website development and maintenance as necessary;
- developing and overseeing online communications, e.g., forms, apps, newsletters;
- answering the telephone and responding appropriately;
- sending the initial responses to emails to Be The Neighbor and continuing communication as necessary and appropriate; and
- assisting the Executive Director with social media and video and graphic design.

Programming

The Associate Director may provide programming assistance to the Executive Director.

The Associate Director may serve as a relief or emergency Site Director.

General

Other duties as assigned.

QUALIFICATIONS

Bachelor's degree from a four-year accredited institution.

Degree or certificate in nonprofit management strongly preferred.

Two to five years of relevant experience working in or managing a nonprofit organization strongly preferred.

A background in social justice study or work experience will be advantageous.

Ability to work with individuals of diverse interests and backgrounds.

Ability to work with middle and high school youth and college-age young adults.

Interest in the mission of Be The Neighbor.

Experience working on multiple projects and meeting deadlines.

Excellent oral and written communication skills.

Experience working with or communicating with churches will be helpful.

SALARY RANGE

Salary for the Associate Director will range from \$53,000 to \$68,000 annually. Personal leave and benefits will be negotiated.

WORK ENVIRONMENT

The Associate Director may work remotely.

Work hours and days will be flexible. However, the Associate Director must be able to work outside regular business hours, including evenings and weekends.

The Associate Director must be available to travel.

Be The Neighbor requires that all employees be fully vaccinated, including boosters, against Covid-19.

HOW TO APPLY

Submit both of the following application materials to info@betheneighbor.org:

- Letter of qualification addressed to Hiring Committee;
- Resumé or curriculum vitae.

Applications submitted without both a letter and a resumé/CV will not be considered. PDF and Word documents will be accepted. For assured consideration, please submit materials by June 15, 2023. Applications will be accepted until the position is filled.

Be The Neighbor is an equal opportunity employer.

Be The Neighbor welcomes everyone regardless of race, ethnicity, gender, gender identity or expression, or sexual orientation.