

State Class Field Director Application



State Class Field Director: Events Team

OVERVIEW

The State Class Field Directors work remotely for the TeenPact National Office supporting, encouraging, and assisting State Coordinators. Each Field Director manages a group of State Coordinators (typically regionally) to provide more individualized coaching. Field Directors are the first point of contact for Field Directors in the National Office and assist in connecting the State Coordinators to the resources they need to accomplish their responsibilities.

ROLE INFORMATION

Title: State Class Field Director

Supervisor: Director of Events

Status: Part-Time Employee (15-18 hours per week)

Location: Remote

Start Date: November 1, 2021

Compensation: Information provided upon request

EXPECTATIONS

- Build and Maintain Relationships with State Coordinators
- Coach and Resource State Coordinators in Logistics and Promotions
- Assist with State Coordinating Team Recruitment and Transitions
- Maintain Consistency in State Logistics
- Uphold TeenPact Policies and Expectations Across States
- Support Events Team with Developing State Class Resources
- Support the Communications Team with Implementing Promotions
- Visit State Classes
 - To Support New State Coordinators
 - To Provide Assistance for Challenging Situations
 - To Serve as Interim State Coordinator as Needed
- Train State Coordinators and Provide Administrative Support at the Following Events
 - Staff Training (January)
 - National Convention (May)
- Participate on site in Annual Employee Planning Meeting (October)

QUALIFICATIONS

- Commitment to Affirm and Support TeenPact's Vision, Mission, and Values
- High Relational Capacity
- Administrative Excellence
- State Coordinating Team Experience (*preferred*)
- Flexible Schedule (*preferred*)

Please attach a resume with the following information or fill out each section below.

CONTACT INFORMATION

Please provide your most up-to-date information for us to communicate with you regarding your application.

FULL NAME: _____ DATE: _____

EMAIL ADDRESS: _____ PHONE: _____

MAILING ADDRESS: _____

EDUCATION

Please provide applicable education history, including names of schools, degree programs, or courses of study.

SKILLS

Please list applicable skills or experience that you believe would support your ability to fill this position excellently.

REFERENCES

Please provide 2-3 references who we can contact for further information and feedback regarding your qualification, competency, and character as needed. Please include their name, title, relationship, and contact information.

PERSONAL INVESTMENT

Please attach a document with short essay responses (min. 50 words each) for the following topics.

- Describe your desire to serve in a ministry.
- Describe your coaching and mentoring experience.
- Describe your previous administrative, organizational experience.
- Describe your ability to efficiently manage details.
- Describe what aspects of this opportunity interest you most.