

Application for Employment

ASSISTANT DIRECTOR OF STAFF DEVELOPMENT



Application published on September 23, 2022

Assistant Director: Staff Development Team

OVERVIEW

The Assistant Director of Staff Development works alongside the Director of Staff Development to advance the training and leadership development of all Program Directors, Traveling Interns, and Staff volunteers. The Assistant Director is someone who is passionate about leadership, discipling, and personal excellence. The Assistant Director is effective in mentoring relationships. The Assistant Director should be focused, driven, organized, and innovative. The Assistant Director should view challenges as opportunities to improve and should be flexible to accommodate the needs of those serving under his or her leadership. Ultimately, the Assistant Director will help develop and execute excellent strategies to advance the mission, vision, and values of TeenPact through staff development.

ROLE INFORMATION

Title: Assistant Director of Staff Development

Supervisor: Director of Staff Development

Status: Full-Time

Location: Richmond, VA

Start Date: November 2022

Time Commitment: Min. 2 years

Compensation: Information provided upon request

EXPECTATIONS

- **Servant Leadership:** Serve with our National Office Team while supporting the mission, vision, and values of TeenPact.
- **Personnel Development:** Assist in the selection, training, and mentoring of all volunteer staff.
- **Organizational Management:** Assist in the research, development, and execution of departmental responsibilities.
- **Event Management:** Assist in directing the Intern Team at training events, including Intern Training, Staff Training, and Midseason Debrief, as well as serve at National Convention and Venture.
- **Program Content:** Assist in updating, developing, and teaching political science and civics training material from a conservative perspective.
- **Spiritual Health:** Maintain spiritual health and pursue spiritual growth by regularly attending a local church and sharing life with a Christian community.

QUALIFICATIONS

- TeenPact Traveling Internship experience
- 2+ years of industry experience in teaching, administration, or full-time ministry
- Advanced proficiency in teaching, administrative organization, and personnel development
- Advanced proficiency in writing, editing, and interpersonal communication

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 full-time, discipleship ministry capacity.
- Describe previous mentorship and management experience.
- Describe your ability to effectively manage administrative details such as spreadsheets and emails.
- Describe the importance of excellent customer service.
- Describe what aspects of this opportunity interest you most.

Application continues on next page

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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.
