

Job Title: Interim Executive Director

Organization: The Johnson Service Corps

The [Johnson Service Corps](#) offers a service year experience to young adults, ages 21-28, that emphasizes living in intentional community, engaging social justice work, learning and practicing leadership skills and growing spiritually. Founded in 2000, JSC has suspended programming for the current year and is using the time for strategic reflection and adaptation. The Interim Executive Director will be responsible for the upcoming recruiting season, will support the ongoing Board work of discerning what JSC offers and what young people need and want, and will supervise the overall program and staff.

JSC is affiliated with the Episcopal Service Corps and is ecumenical. Our work is centered in our commitment to diversity, equity and inclusion.

Start date: no later than November 1, 2022

Term: 10 to 12 months

Location: Durham - Chapel Hill, NC

Eligibility for the permanent position: Yes; not required or expected

Hours: 40/week

Salary: \$60,000

Benefits: No

Primary Responsibility: Manage the recruiting process for the next cohort of Corps Members. Recruitment opens in November, and concludes when the cohort is full, with the busiest season in January through March. The process will include:

- Engaging and participating in the ongoing work of the Board to update our messaging and to review and revise the application process
- Serving as liaison with Episcopal Service Corps
- Designing and implementing social media promotion
- Supervising and collaborating with the Operations Director in processing applications, checking references, scheduling interviews and making offers
- Representing JSC in recruiting interviews
- Identifying, evaluating and recruiting placements for the new cohort

Collaborative Responsibility: Engage and contribute to the ongoing work of the Board and staff in the process of strategic reflection and adaptation, including:

- Planning the orientation program for the new cohort; leading orientation if the new ED is not yet in place
- Planning the formation program for the next cohort, including scheduling and engaging contract leadership
- Identifying ideal staff structure and responsibilities, including identifying possible contract services

- Support the Board and Operations Director in identifying and procuring housing for the new cohort, and coordinating the move-in

Supervisory Responsibility: Supervise the Operations Director, and any contract workers, in daily operations and in the maintenance and expansion of the wider JSC network, including:

- Creating and distributing the monthly newsletter
- Distributing the semi-annual appeal, in collaboration with the Development Committee, and responding to donors.
- Planning and implementing community gathering events with representatives from Partner Congregations, Partner Organizations, Alums and Donors
- Evaluating the performance of the Operations Director, and any contract workers
- Participating in the orientation of the new Executive Director, in collaboration with the Board and staff

Required Minimum Experience

If you think you have what it takes but don't necessarily meet every single point listed here, please apply - you could be exactly who we are looking for!

- Experience and comfort with participating in the ongoing work of crafting a vision for an organization
- Experience with service programs, intentional community or spiritual formation, with young adults, in the contemporary setting
- Experience with and commitment to integrating principles of diversity, equity and inclusion
- Experience cultivating networks across organizations
- Supervisory experience
- Clear written and oral communications skills
- Proficiency in Google Suite, videoconferencing and social media
- Financial literacy
- Fully vaccinated and boosted

Personal Qualities

- Comfort with the faith-based foundation of JSC; willingness and ability to communicate and lead in a faith-based organization
- Availability for occasional evening and weekend work
- Work from home is flexible; in-person work is essential for the relational nature of the position

Applicants should submit a cover letter and resume to: JSCInterimED@gmail.com as soon as possible.