FOCUS
Fellowship of Christians in Universities & Schools

Position Description

FIELD STAFF- FOCUS RICHMOND

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in ten areas along the East Coast. For more than six decades, FOCUS has invited independent school students in grades 6-12 to explore a life of faith that is real, adventurous, intellectually sound, and practical to daily life. During the school year, FOCUS pursues this goal through area-based activities and discipleship, both one-on-one and in small groups. From May through August, we offer a variety of Summer Programs, most of which take place at our Martha's Vineyard Study Center.

Position Description:

The Richmond Field Staff will participate in all aspects of the local area ministry, including program delivery and management of the relationships between students, parents, volunteers, school faculty, donors, and the local community we serve.

Working under the leadership of the Area Director, the Area Field Staff will:

1. Model authentic faith in Jesus Christ through the joys and challenges of life.
2. Participate in regional ministry, including:
    - Leading weekly fellowship meetings, usually including an evangelistic Bible study, either on campus at independent schools or off campus
    - Answering tough questions truthfully and in a way that is sensitive to independent school culture
    - Building friendships with students, in both high school and middle school, and expanding the ministry and number of students being served
    - Doing "contact work" with students at games, plays, and school events
    - Building relational networks of parents and faculty to further the FOCUS mission
    - Recruiting students and volunteers to attend national programs
    - Praying regularly for students and the ministry
    - Participating in the leadership of local, regional, and national FOCUS programs
    - Participating in administrative tasks and fundraising.

Position requirements:

The ideal candidate will have:

- A strong commitment to the Christian Gospel, and will be required to sign and abide by the FOCUS Statement of Faith
- Undergraduate degree and previous employment or volunteer experience with a Church or ministry, such as FOCUS, strongly preferred
- Familiarity with independent schools and independent school culture is strongly preferred

- Availability to work full-time, including early morning and/or evening hours, serve on National Programs for six non-consecutive weeks, and travel for approximately two weeks of staff meetings in January and August.

Compensation:

FOCUS provides a package that includes:

- Competitive salary, depending on experience/education
- Comprehensive Health, Dental, and Short Term Disability insurance for Full-Time staff. Monthly premiums are currently paid for in full by FOCUS, requiring no premium contribution from the staff member.
- Eligibility to participate in voluntary contributions to the FOCUS-sponsored 403(b) Retirement Plan. FOCUS provides a dollar-to-dollar match to contributions, not to exceed 5% of eligible wages, once tenure eligibility requirements are met, and may also provide a discretionary contribution on an annual basis.
- 4 weeks paid vacation/year.
- 10 Paid Time Off (PTO) days to be used as personal/sick days.

Please visit our employment page, infocus.org/employment, and apply online. You may also upload your resume and cover letter within the application portal. Any questions, please reach out to Jon-Marc Haden, Area Director: jhaden@infocus.org.

For more information on our ministry, visit us at www.infocus.org.