

## **AREA STAFF- FOCUS NEW ENGLAND BOARDING SCHOOLS**

FOCUS, the Fellowship of Christians in Universities and Schools, is a non-denominational Christian youth ministry working in various established east-coast areas and in San Francisco, CA. The purpose of FOCUS is to give independent school students in grades 6-12 the opportunity to investigate traditional Christian faith and values in a forum that is fun, relevant, intellectually stimulating and non-coercive. FOCUS pursues this goal through area-based activities as well as summer programs at its Study Center on Martha's Vineyard and school-season camps at various locations.

### **Position Description:**

The NEBS Area 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 FOCUS mission
  - Recruiting students and volunteers to attend national programs
  - Praying regularly for students and 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 attend approximately three weeks of staff meetings in January, May, and August.
- Valid driver's license.

**Compensation:**

FOCUS provides a package that includes:

- Competitive salary, depending on experience/education
- Comprehensive Health, Dental, and Short Term Disability insurances 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](http://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 Rebecca Farquhar, Human Resources Manager - FOCUS National Office: [hr@infocus.org](mailto:hr@infocus.org).

*For more information on our ministry, visit us at [www.infocus.org](http://www.infocus.org).*