



The Fellows Program – Operations and Communications Associate

The Falls Church Anglican is seeking an Operations and Communications Associate for our Fellows Program. The Ops & Comms Associate is a key member of the Falls Church Fellows team, sharing responsibility for the success of the [Falls Church Fellows](#). This is a full-time, in person, role reporting to the Director of the Falls Church Fellows. The Fellows is a complex ministry with many moving parts, deadlines, volunteer teams, and partnerships beyond the church. The Associate supports and complements the role of the Director by managing the operational and communications aspects of the program while sharing responsibility for some of the outward-facing relational aspects of the program. The Associate will participate in campus recruiting trips, multiple retreats and conferences, some of which may require overnight travel. In addition to the responsibilities outlined below, the Associate is responsible for other duties as assigned by the Director.

Duties and Responsibilities

- Operations:
 - Serve as the primary coordinator of the Fellows day-to-day operations.
 - Develop and maintain the program integrated calendar and coordinate program logistics.
 - Serve as the primary coordinator for program events including meetings, meals, banquets, conferences, seminar speakers, classes, roundtables, retreats, trips, etc.
 - Serve as the primary data and document coordinator for the program by organizing, maintaining, and updating the extensive repository of documents associated with the program, and implement best practice PII management.
- Communications:
 - Serve as the central communications point for the program
 - Coordinating communications with church staff, seminar speakers, program partners, mentors, host families, volunteer leaders, and others as needed.
 - Managing inquiries received by phone and through the program website.
 - Working with program participants to prepare and post the weekly blog and coordinate and oversee the program's social media presence.
 - Serve as the first point-of-contact for campus recruiting and the admissions process
 - Develop and maintain (primarily remote) relationships with campus ministers, university career centers, and others.
 - Work with the Director on recruiting campaigns and content development.
 - Solicit and coordinate recruiting-related travel and speaking opportunities for the Director.
 - Manage applications and related documents for the Admissions Team, conducting screening calls with applicants, coordinating reference checks, and onboarding incoming Fellows.
- Relationships:
 - Developing and maintaining healthy working relationships with the staff is a key aspect of this role.



- Work with the Director, church staff, program partners, and volunteers to ensure healthy program operations.
- As an active and present member of the church staff, participate in Fellows related meetings, general staff training, meetings, devotionals, and retreats.

Requirements

- A bachelor's degree from an accredited university.
- Minimum of 1-year, with 2 years desired, of relevant post-graduate professional work experience.
- Advanced skills with Microsoft Office, Square Space, and Google Workspace Tools.
- Exceptional organizational, communications, and volunteer management skills.
- Exceptional interpersonal skills; proactive communication skills – written and oral.
- High degree of self-motivation, personal drive, commitment, reliability, attention to detail, and spiritual maturity.
- Clear sense of calling to work with emerging leaders in the young adult community.
- Satisfactory background and reference check prior to hiring.
- Ability to work some weekends, evenings and other flexible working hours as needed.
- Commitment to the mission of the Falls Church Anglican and the TFCA Fellows.
- Agreement with TFCA's doctrinal position (<https://www.tfcanglican.org/visit/whatwebelieve>).

Within this context, we are committed to equality of treatment in hiring and in all employment conditions and opportunities. Compensation depends on experience.

Benefits

We offer an excellent benefits package that includes:

- Up to 80% of employer-share of medical and dental insurance
- Affordable vision insurance
- Wide variety of pre-tax benefits, including medical and dependent care
- Generous parental leave policy
- Excellent 403b retirement plan, including up to a 6% matching portion
- Paid time off for vacation and personal time
- 14 paid holidays
- Professional education opportunities

How to Apply: Please send a cover letter, resume and reference list to resume@tfcanglican.org with The Fellows Operations and Communications Associate in the subject line.