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| Job Title:  | Mission Transition Director |
| Reports To: | Executive Director          |
| Date:       | June 2021                   |

**Position Overview:**

The Mission Transition Director is a full-time, salaried position. The Mission Transition Director will provide emotional, spiritual, academic, and vocational support to Common Good graduates, while helping them connect to one another and to the Common Good community. Responsibilities fall into the categories of mentoring, college support, career development and program development. Yearly salary \$40,000-45,000.

**Essential Job Functions:**

1. Mentoring

- a. Build meaningful and positive mentor relationships with Common Good graduates. Regularly spend time with graduates one-on-one and in small groups.
- b. Develop and maintain a strong graduate network. Help connect graduates to each other through regularly planned events. Lead annual Graduate Retreat.
- c. Connect graduates to the Common Good community. Include graduates in organization-wide events and connect them to opportunities to serve within the organization.
- d. Engage and disciple young adults through worship, teaching, fellowship and serving. Encourage daily spiritual growth in the lives of graduates.

2. College Support

- a. Coordinate and provide wholistic support to program graduates who are attending college.
- b. Guide and support our college students in the areas of academics, mental health, social well-being, basic needs, and financial aid.

3. Career Development

- a. Assist all Common Good graduates with career development.
- b. Help with career guidance, networking, graduate school applications, internships, and job placement.
- c. Provide ongoing support to graduates in the work force.

#### 4. Program Development

- a. Recruit, train and manage Mission Transition volunteers.
- b. Cultivate and maintain relationships with partners in the community.
- c. Manage program within the approved budget.
- d. Perform administrative and fundraising duties as needed in an effort to carry out the mission of Common Good.
- e. Keep office and program hours from 9-5 PM Monday-Friday.
- f. Outside program hours are required. Outside-hours responsibilities include attending, planning and organizing evening and weekend activities for graduates and families, as well as leading the Annual Graduate Retreat.

**The ideal candidate will demonstrate the following qualities:**

- High moral character and a strong Christian faith.
- An awareness and understanding of the principles of Christian Community Development and a commitment to live in one of the neighborhoods served (within one year of starting the job).
- A strong passion and commitment to mission and outreach in an under-resourced community.
- Preferred that candidate is bilingual in Spanish, French, or Swahili.
- Experience working in an urban setting with students or young adults.

**Education:**

A bachelor's degree is required.

**Application Requirements:**

- Cover Letter that addresses the following questions:
  - o What is your approach and experience in working with young adults?
  - o Why are you interested in this position?
  - o Why do you believe you are a good candidate for Common Good's Mission Transition Director?
- Resume
- References

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the neighborhood and organization.

Interested individuals can submit their application to  
[amy@commongoodlex.org](mailto:amy@commongoodlex.org) by July 14, 2021.