In 2008 Aimee Wallis Buchanan and I felt a calling to focus on engaging young people in community outreach and serving their neighbors as Christ commands us. In response to that call, we began a new non-profit ministry organization that became known as Asheville Youth Mission. Our focus was to plan and lead mission experiences in Asheville, North Carolina for visiting church youth groups from around the region.

Over the course of twelve years this ministry has grown and deepened in ways that we could not have imagined. We added new program locations in Raleigh, North Carolina (Raleigh Youth Mission) as well as Memphis, Tennessee (Memphis Youth Mission), and eventually took on the name Youth Mission Co to represent the entirety of the organization.

We also have continued to evolve in our approach and focus. What started out as a more typical “charity oriented” model has now shifted into a ministry focused on justice. While we still take our visiting groups to various agencies and ministries in the area to volunteer, we now use those experiences as a starting point to have conversations that lead to deeper questions. “If there is all this extra food that we see here at the food bank, why do people continue to be food insecure?” “What causes people to be homeless and what perpetuates homelessness on such a large scale in this country?” We continue to point young people “upstream” to see the bigger systemic problems that lead to the symptoms that we observe day to day at local agencies.

Since it’s beginnings in 2016, Memphis Youth Mission has laid a strong foundation as a YMCo location and a presence in the non-profit scene of Memphis. With more and more groups signing up to experience our programming in Memphis, MYM is poised to grow significantly in the next few years.

We are seeking candidates to apply for the position of MYM Mission Immersion Director. We are looking for the right person to lead this program into its next phase and take our work in Memphis to the next level. Resumes may be sent to the address listed above. Questions about Youth Mission Co, MYM, or this position can be directed to me at 828-231-4634 or bill@youthmissionco.org.

Grace and Peace,

Rev. Bill Buchanan
Executive Director
Memphis Youth Mission Director
Job Description

Mission Immersion
The MYM Director is the primary coordinator of YMCo’s Mission Immersion program in Memphis. Program elements include:
- Mission Immersion Days, Weeks, Weekends
- Fall/Spring Breaks (for Middle and High School Students)
- Mission Immersion Memphis (for College Students)
and other local expressions of MYM that may develop in the future.

Staff Relationships and Work
- Supervised by the YMCo Executive Director, Bill Buchanan
- Attend weekly “virtual” meetings with the Exec. Director
- Attend in person meetings with the Exec. Director and other MI Directors (in Asheville) as needed
- Operate as a member of the staff team to participate in YMCo visioning, programming, planning, strategizing, and problem-solving
- Attend and act as staff liaison for all meetings of the MYM Support Team,
- Abide by YMCo personnel guidelines and child protection policy
- Attend staff meetings of First Presbyterian Church of Memphis (as needed) to facilitate communication and the sharing of church spaces
- Supervise the MYM summer staff and adjunct staff

Responsibilities Include:
Participants
- Maintaining Communication with MYM groups before, during, and after their trip
- Scheduling the agenda for each Mission Immersion group including:
  - service sites
  - program locations
  - flow of the MI experience
  - special events
- On-Site Work
  - Be on site as needed with groups throughout the year
  - Often leading groups in fall/winter/spring at sites and in reflection programs
  - Preparing for groups (acquiring art supplies, groceries, service site supplies, prepping programming sites, etc)
  - Lead group arrival, orientation/adult orientation
- Bible Study, Debriefing, and Creative Activities
  - Consult with the Executive Director in the development of Bible Studies, debriefing questions and activities, urban walks, worship, and recreation for groups.
  - Regularly reaching out to colleagues in youth ministry throughout the country, sharing info about MYM and YMCo, and building interest in future programming.
Local Service Sites
• Developing and Maintaining relationships with local service site staff
• Working in the Memphis community to discover needs that MYM can address with our groups

Summer Interns
• Promote YMCo Summer Internships with colleges and at events where students and their leaders are present, as well as online and through social media
• Hire MYM summer interns in consultation with Executive Director
• Create/lead training week with interns in coordination with Executive Director
• Manage Interns (staff scheduling, staff relationships with groups)
• Lead and Manage the MYM Summer Intern program (group discernment, pastoral care)
• Coordinate the hosting of interns (securing housing) in coordination with the MYM Support Team.

Coordinating Adjunct Staff/Volunteers
Secure, schedule, and supervise adjunct volunteers for staffing during school year

Emerging Programs
Work with Executive Director to develop emerging programs, such as local expressions of ministry, service, and creativity.

Marketing and Development
• Work with Executive Director to market MYM to churches and denominations across the USA
• Work to promote YMCo and recruit Summer Interns at colleges, universities, and related events during the year.

Administration
• Maintain contact lists and lead development
• Maintain statistics (both for service sites and groups attended)
• Work with MYM Support Team to coordinate and implement fall and spring fundraising activities
• Respond to calls related to MYM programming
• Maintain communication with service sites and with incoming group leaders
• Keep a record of program expenses and passing those on to the YMCo Director of Administration.
• Coordinate with the hosting church regarding use of space for programs
Training
The MYM Director will be trained extensively by the Executive Director along with the assistance of the current (outgoing) Mission Immersion Director of MYM, and the MI Directors in other locations. Training will include a manual with step by step instructions on every part of the YMCo system of doing this programming.

Required Education
A four year college or university degree is required. Applicants with advanced degrees (Master of Arts in Christian Education, Master of Divinity, etc) are encouraged to apply.

Passion and Calling
A person taking this job must have a passion and a calling for:
- Serving others, particularly our neighbors experiencing poverty and homelessness
- Working with young people (particularly those aged 11-18 and 18-21)
- Empowering youth to serve and love their neighbors
- Engaging youth to think theologically and with social consciousness
- Accompanying youth as they reflect creatively
- Working with colleagues in youth ministry and non-profit agencies
- Reaching out to tell others about our ministry

Skills
Applicants with the following skills will excel in this position:
- Organization
- Self initiative
- Time management
- Self-definition
- Follows directions well
- Communication (written and oral)
- Creativity
- Comfort with speaking in front of groups and to new people
- Speaking theologically and Biblically about service, mission, and social justice

Hours
This is currently a half time position, but we expect it to expand to full time over the next 2-3 years.

During the fall and spring semesters the MYM Director will be expected to accompany groups (or supervise other staff accompanying groups) during times when those groups are in town, as well as preparing for their arrival and finishing up after their departure. The Director will have flexible office hours during the week which are to be used for planning Mission Immersion events, scheduling, making community connections, talking to potential group leaders about our programs, talking to potential donors, doing
administrative work, etc. During the summer, the Director will be training and supervising the intern staff as they implement the busy summer season. Typically, June and July are not times when vacation is taken.

**Package**

$20,00-25,000 starting salary at half time, without benefits. When the position goes to full time it will be $40,000-50,000 plus benefits. Final salary is dependent on skills, education, and experience.

4 weeks of vacation (scheduled around calendar of MYM groups)
1 week of annual training/education

Applicants should send their materials (resume, references) to:

Bill Buchanan, Executive Director
bill@youthmissionco.org
828-231-3634
PO Box 2988
Asheville, NC 28802