

Be a Part of *God's* Work Through Agape!

WE ARE PROUD TO OFFER:

- Competitive Pay
- Excellent Benefits
- Paid Holidays
- Opportunities for Professional Growth and Development

Agape's mission is to be a Christ-centered ministry that is dedicated to providing children and families with healthy homes.

Agape Child & Family Services, Inc. is currently accepting resumes for the following position(s):

ADMINISTRATIVE ASSISTANT

(Anticipated Vacancy)

Position(s) Available: 1 (one)

Area: Development Department

Agape is seeking an **Administrative Assistant** for our Development Department. As the **Administrative Assistant** for Development, this successful candidate must respond to a wide variety of routine and non-routine requests and demands. This position requires excellent communications skills and the ability to process information in an effective and professional manner. This position must provide superior secretarial, administrative, and organizational support. In addition to performing above-average administrative functions, this candidate must be able to assist in ongoing work and specific tasks. The **Administrative Assistant** will be responsible for working on moderately complex assignments where experience and skills provide the basis for a significant amount of self-direction, including the ability to prioritize multiple work assignments and be extremely detailed oriented.

Education & Experience Requirement:

Associates Degree Preferred. Minimum of 2 years work experience in a professional office environment setting; Prior experience working in a related field with ability to maintain confidentiality and security required. Candidate must be culturally sensitive with a passion for helping others. Must have a valid driver license and own a vehicle with proof of auto insurance. Prospective candidate must pass computer skills test with 80% proficiency. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.



Agape

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FINANCE & ACCOUNTING SUPERVISOR

Reports To: Chief Financial Officer

Position(s) Available: 1 (one)

Agape, a non-profit child and family services agency is seeking dynamic, motivated and assertive **Finance & Accounting Supervisor**.

Agape is seeking an applicant for the **Finance & Accounting Supervisor** position to oversee all accounts payable and receivable data entry. As the **Finance & Accounting Supervisor** must have at least two (2) years of supervisory experience and candidate must participate in and lend leadership and support to Chief Financial Officer (CFO). This candidate will work directly with leadership to develop program budgets, provide financial statements, and reporting. The **Finance & Accounting Supervisor** will provide monthly reconciliations to CFO i.e. bank reconciliations, receivables/payables, prepaid insurance, accumulated depreciation, and other reconciliations as deemed necessary. Additionally, the **Finance & Accounting Supervisor** will process bi-weekly payroll and assist auditors with year-end audits as necessary. This candidate must possess the ability to work well independently as well as part of a team.

Education/Degree Requirement:

BA/BS Degree in Accounting, Finance or related major, at least two years of experience in bookkeeping, accounting or other relevant experience, demonstrated ability to work with a wide range of people, excellent communication skills both verbal and written, proven ability as a problem solver and self-starter, excellent computer skills, and demonstrated user orientation. Will be required to work a flexible schedule; possibly be available evenings and weekends.



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VOLUNTEER SERVICES SPECIALIST I

Reports To: Volunteer Coordinator

Position(s) Available: 1 (one)

Agape is seeking a **Volunteer Services Specialist I** for our Volunteer & Recruitment program. The **Volunteer Services Specialist I** provides on-going support to Volunteer Coordinator by managing volunteer services activities related to the implementation and on-going support of the new department needs; assist in designing retention strategies for volunteers, participate and assist with efforts in the development of new and assessment of current policies and procedures for recruitment, retention of volunteers for the agency. The **Volunteer Services Specialist I** will work closely with Volunteer Coordinator and with all members of the Leadership Team and others within the agency to ensure that his/her responsibilities are effectively and consistently discharged. Additionally, the **Volunteer Services Specialist I** must be highly organized, excellent public speaking and presentation skills, and ability to network.

Education & Experience Requirement:

Bachelor's degree in business, personnel management or related field. Candidate must demonstrate leadership and management skills and the ability to work effectively in a team environment. Additionally, candidate must have excellent oral and written communication skills. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.



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VOLUNTEER SERVICES SPECIALIST II

Reports To: Director of Development Director

Position(s) Available: 1 (one)

The **Volunteer Specialist II** position is to be embedded in Shelby County schools with the hope of connecting with families, and assisting by linking them to resources, that they desire and need. The **Volunteer Specialist II** will be engaged in periodic and ongoing conversation with the schools point of contact at each school (POC) which includes, but not limited to social workers, guidance counselors, and support team. The **Volunteer Specialist II** will provide accuracy and appropriateness of case management (including document and file management data entry in CoactionNet, timely submission of monthly reports, etc.) As the **Volunteer Specialist II**, this position requires an understanding and proper implementation of the Check & Connect system as well as linking volunteers to the assigned students all while ensuring follow-up, proper connectivity and success with the assigned students/family and volunteers. This will include training and development of relationships and caseloads as well as adjusting caseload assignments in collaboration with the schools.

Education & Experience Requirement:

Bachelor Degree in Social Work or related degree from an accredited college or university, or equivalent combination of education, training and experience which provides the required knowledge, skills or abilities for this position with at least two (2) years of relevant experience; passion for helping others; excellent communication skills, both verbal and written. Will be required to work a flexible schedule; possibly be available evenings and weekends. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.



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VOLUNTEER COORDINATOR

Reports To: Director of Development Director

Position(s) Available: 1 (one)

Agape is seeking a **Volunteer Coordinator** to lead recruitment efforts including, but not limited to, partnering with churches, local civic and professional organizations, corporate groups, etc. in order to promote needs related to volunteers to support ministry efforts. The **Volunteer Coordinator** must meet the established goals of serving targeted youth and families with effective and efficient volunteerism through the agency's programs and services. Additionally, the **Volunteer Coordinator** will manage screening and assessment of groups and individuals serving as volunteers. This candidate will lead volunteer trainings and orientations. The **Volunteer Coordinator** will work in cooperation with other agency leaders determine recruitment needs and retention strategies and lead in the development of plans to address indicated needs.

Education & Experience Requirement:

Bachelor's degree or higher in sales/marketing, business, or social work/related fields with a minimum of two years' work experience. A combination of education, training and experience which provides the required knowledge, skills or abilities for this position is critical. Previous experience in training, recruitment, assessing and management of volunteers and volunteer driven programs imperative. Candidate must have experience and capability to serve high-need populations of youth and families, either as a volunteer or as a professional. Must be an effective communicator. Must be computer literate.



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SCHOOL-BASED CONNECTOR

(Anticipated Vacancy)

Position(s) Available: 4 (four)

Agape is seeking applicants for **School-Based Connector** positions to effectively provide grassroots outreach and engagement of the youth and facilitate connection with them to the high quality services needed to succeed. The goal of the **School-Based Connector** position is to be embedded in a selected site/neighborhood in Memphis with the hope of connecting with families, and assisting by linking them to resources, that they desire and need. They are responsible for ensuring the health and welfare of children and families served, which includes seeing that needs are being appropriately addressed, i.e., medical, health, spiritual, emotional, social, employment, educational/training, etc.

Education & Experience Requirement:

Master's Degree in Social Work (will accept Bachelor's degree) or other related social services fields acceptable. Candidate must be culturally sensitive with a passion for helping others. Candidate must be computer literate. Must have a valid driver license and own a vehicle with proof of auto insurance. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.



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OPERATIONS TECHNICIAN

(Anticipated Vacancy)

Position(s) Available: 1 (one)

Agape is seeking an **Operations Technician** for our Families in Transition program. The **Operations Technician** will be responsible for all minor maintenance in individual residential units and act as a liaison, when necessary between the residents, contractors, and subcontractors, and giving direction and assistance as needed. As the **Operations Technician**, the candidate will provide front line labor support; work cooperatively with and under the direction of the Director of Families in Transition toward the completion of assigned projects. Additionally, this candidate will work in a team effort with the staff to ensure all property needs are addressed within a 24 hour period.

Education & Experience Requirement:

At least a high school graduate or equivalent; Previous experience in construction, landscaping, or related field; knowledge of the handling and storage of paints, solvents, tools and cleaning agents. Must have valid driver's license. Must be detail oriented and have the ability to be project focused. Able to apply working knowledge of safety rules and procedures. Must enjoy working outdoors, with diverse population and with the public. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Send Resumes To: Employment@AgapeMeansLove.org



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