



## Chief Program Officer Job Posting

### About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

### About the Position

The Chief Program Officer (CPO) will oversee the development, implementation, and management of all client-facing programs and interventions for the agency. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of leadership in whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Master's degree in social work, public administration, business administration, or a related field from an accredited college or university.
- At least 10 years of demonstrated high-level leadership success in developing and implementing human services programs with proven experience in program development, contract administration, fiscal management, human capital management, and strategic planning for a comparable or larger organization.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- Nonprofit leadership experience.
- Entrepreneurial, future-leaning, and innovative mindset.

### Benefits & Perks

We offer several benefits and perks to support our employees' overall well-being, including generous paid time off, 13 paid holidays, medical, dental, and vision plans, a 403b plan with a company match, EAP, paid parental leave, and educational assistance.

### DEI Vision Statement

Agape will be an exemplar of what it means to be a diverse, equitable and inclusive nonprofit that is faith-based, Christ-centered and grounded in anti-discriminatory and anti-racist principles. We will be a workplace that: 1) actively pursues equity and justice for our team members and the community we serve in our work; 2) embraces and promotes Christ-centered, anti-discriminatory and anti-racist systems, policies, practices & mindsets in all we do; and 3) embodies joy as we hold ourselves accountable to meeting one another where we are as we take this journey together.

### Join the Team:

To apply, visit our website here <https://agapemeanslove.org/career-opportunities/>. Come join the MOVEMENT!

### Starting Salary Range:

\$135,000 - \$150,000. *\*Salary is commensurate with education and experience.*

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## Administrative Assistant Job Posting

### About Agape Child & Family Services

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### About the Position

The Administrative Assistant will perform administrative and support functions for the assigned department. This role responds to a wide variety of routine and non-routine requests and demands. Demonstrates strong attention to detail and accuracy. The Administrative Assistant must have the ability to be flexible and agile, prioritize multiple tasks with competing deadlines, manage schedule conflicts, and provide excellent follow-through. The Administrative Assistant prioritizes, plans, and completes daily tasks, special projects, and assignments. The role also maintains a calendar and schedules meetings for their supervisor and other staff as needed. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of serving whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Ability to generate reports, handle multiple projects, assist with event planning, and prepare and monitor invoices and expense reports.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- Associates degree, with at least 2 years of experience in a professional office environment.

### Benefits & Perks

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### Starting Salary Range:

\$36,000 - \$37,000. *\*Salary is commensurate with education and experience.*

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## Administrative Assistant II Job Posting

### About Agape Child & Family Services

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### About the Position

The Administrative Assistant II will provide a high-level of administrative support for an executive-level staff person. This role will respond to a wide variety of routine and non-routine requests and demands, to include preparing correspondence letters, memoranda, and reports. The Administrative Assistant II demonstrates a strong attention to detail and accuracy. The Administrative Assistant II must have the ability to be flexible, agile, prioritize multiple tasks with competing deadlines, manage schedule conflicts, and provide excellent follow-through. The role also maintains a calendar and schedules meetings for an executive-level staff person. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of serving whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Minimum of 5 years work experience in a professional office environment performing work of a detail-oriented, multi-tasking nature.
- Ability to generate reports, handle multiple projects, prepare and monitor invoices and expense reports.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- Associates degree

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### Starting Salary Range:

\$38,000 - \$39,000. *\*Salary is commensurate with education and experience.*

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## Bilingual Relationship Connector Job Posting

### About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

### About the Position

The Bilingual Relationship Connector serves as the main contact for couples in our Becoming One department; This Connector will handle program enrollment and work closely with each couple over a 12-month period. This position will conduct intake, enrollment, assist in assessments, and collaborate with couples to develop a Relationship Success Plan. Relationship Connectors will identify individual participant's needs and link participants to services. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of serving whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Associate degree in Education, Psychology, Social Work or related field, with at least 2 years of relevant experience
- Fluency in Spanish, both verbal and written is required.
- Ability to work with a wide range of people, especially married couples, and provide culturally competent service delivery.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- One unit or more of Clinical Pastoral Education (CPE)
- Case Management

### Benefits & Perks

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### Starting Salary Range:

\$37,000 - \$39,500. *\*Salary is commensurate with education and experience.*

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## Clinical Therapist Job Posting

### About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

### About the Position

The Clinical Therapist will deliver direct clinical and counseling services to a variety of clientele. The Therapist must be able to clinically assess and diagnose mental health disorders, identify individual and family needs/issues related to problems in living, and determine and deliver appropriate treatment/interventions. In addition to counseling services, the Therapist will be able to provide consultative, preventive, developmental and supportive services to youth and families. Collaboratively develop treatment plans, goals, and objectives with clients. The Therapist will prepare needed reports, treatment authorization requests, case notes, case summaries, and presentations. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of serving whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Master's Degree or Doctorate Degree within a clinical discipline (psychology, social work, counseling, marriage and family therapy, etc.)
- Ability to provide counseling services to a wide range of people.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- State of TN Licensure

### Benefits & Perks

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### Join the Team:

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### Starting Salary Range:

\$45,000 - \$50,000. *\*Salary is commensurate with education and experience.*

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## Director of Clinical Services Job Posting

### About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

### About the Position

The Director of Clinical Services leads the clinical work through the Two-Generational focus for youth and families impacted by traumas and adverse childhood experiences through Agape's place-based strategies. This role will oversee and develop our Clinical Services (to include counseling, adoption, maternity, and foster care services) including hiring, supervision, evaluation, and scheduling. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of leadership in whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Master's degree in a clinical mental health service field (psychology, counseling, social work, or marriage and family) and current state licensure as an independent provider of mental health services.
- Must be an effective speaker, educator and presenter on issues related to families, mental health, and prevention. Must be an analytical and strategic thinker; possess time management, and leadership skills; cultural sensitivity, and conflict resolution skills.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- 5 years of high-level experience in an administrative capacity

### Benefits & Perks

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### Join the Team:

To apply, visit our website here <https://agapemeanslove.org/career-opportunities/>. Come join the MOVEMENT!

### Starting Salary Range:

\$90,000 - \$100,000. *\*Salary is commensurate with education and experience.*

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Agape is a 2021 Top Workplace!



## Director of TeamWorks Job Posting

### About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

### About the Position

The Director of TeamWorks leads all post-secondary and workforce development efforts. This role is responsible for leveraging existing resources of college and career readiness as well as employment and career advancement toward achievement of goals and objectives. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of leadership in whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Master's degree in business or related field from an accredited college or university or equivalent combination of education, training and experience.
- At least 5-7 years of relevant experience, including developing and executing business strategies, and preparing and implementing comprehensive business plans.
- Demonstrated ability to lead and work with a wide range of people.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- Workforce Development experience

### Benefits & Perks

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### Join the Team:

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### Starting Salary Range:

\$70,000 - \$75,000. *\*Salary is commensurate with education and experience.*

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## Family Connector Job Posting

### About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

### About the Position

The Family Connector works within an identified community, building and caring for a caseload of families. Family Connectors provide meaningful interventions for families that are seeking to take steps toward getting out of poverty. In this role the Connector is responsible for assessing the family's history and their needs to design interventions that are both meaningful and appropriate, provide trauma-informed and resilience-building services, as well as collect the required data. This role will address the health and welfare of children and families served. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of serving whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Master's degree in Social Work or related field, with at least 2 years of relevant experience. Case management experience
- Ability to work with a wide range of people with experience working with children & families.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- Organizational and management skills; ability to problem solve.

### Benefits & Perks

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### Join the Team:

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### Starting Salary Range:

\$42,500 - \$46,500. *\*Salary is commensurate with education and experience.*

### Follow us on social media





## STARS Connector Job Posting

### About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

### About the Position

The STARS Connector works within an identified school, following a caseload of students. This role provides meaningful interventions for caseload students that address their reasons for referral as well as their defined goals. These Connectors work to build relationships with the students on their caseload, their students' parents or guardians, the school faculty and administration, and the community. They are also responsible for assessing the student and their family's needs to design interventions that are both meaningful and appropriate, provide trauma-informed and resilience-building services, and to input relevant data and case notes in daily. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of serving whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Bachelor's degree in Education, Social Work, or related field, with at least 2 years of relevant experience.
- Ability to work with a wide range of people with experience working with children & families.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- Case management experience

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### Starting Salary Range:

\$38,000 - \$43,500. *\*Salary is commensurate with education and experience.*

### Follow us on social media



## TeamWorks Connector Job Posting

### About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

### About the Position

The TeamWorks Connector will support workforce programs. The TeamWorks Connector will build relationships with the staff across the departments and communities, as well as clients and workforce ecosystem partners. The role is responsible for ensuring that programs across TeamWorks are implemented with fidelity and that data is collected consistently and correctly based on program design. The TeamWorks Connector will be responsible for a caseload of participants goal setting, reports, data entry, and case management. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of serving whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Bachelor's degree or higher in Business, Social Work or Public Administration or related field preferred with at least 3 years of experience.
- Ability to provide culturally sensitive, community-based services while working with a wide range of people.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- Workforce development experience
- Case management experience

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