

Administrative Assistant 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 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

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:

\$37,500 - \$39,000

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Director of TeamWorks Job Posting

About Agape Child & Family Services

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About the Position

The Director of TeamWorks leads all relevant matters for Agape's efforts specific to high school to post-secondary and workforce development for residents served by the agency. This role serves as a liaison between the business and education community. The Director of TeamWorks will be responsible for leveraging existing resources of college and career readiness and employment and career advancement toward the achievement of goals and objectives. They will lead the strategic direction, data, and information as appropriate for client database systems, policy development, and decision-making purposes. 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 proven experience in workforce development and the workforce ecosystem.
- At least 5 years of demonstrated leadership success with proven experience in program development and strategic planning, as well as leading and managing a team.
- 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.

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Starting Salary Range:

\$75,000 - \$100,000

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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 (preferred) in social work or related field; or bachelor's degree in education, social work or related field with at least 2 years of relevant experience acceptable
- Demonstrated case management experience and experience coordinating services in a community-based setting.
- 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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Starting Salary Range:

\$42,500 - \$46,500

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STARS Connector Job Posting

About Agape Child & Family Services

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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

Benefits & Perks

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Starting Salary Range:

\$40,000 - \$43,500

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TeamWorks Connector Job Posting

About Agape Child & Family Services

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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

Benefits & Perks

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