Sojourners Fellowship Program

The Sojourners’ Fellowship Program is a leadership and professional development program dedicated to Christian discipleship, community, and vocation. Participants live in an intentional, Christian community and work alongside a departmental team at the Sojourners office in the Capitol Hill neighborhood of Washington, D.C. Celebrating its 37-year history, program alumni have made a lasting impact on the social justice movement in the church, the United States, and around the world.

Eight to ten participants are selected into the program each year. People from all life stages and career paths are welcome. The program is designed to be a holistic experience focused on the following:

* **Life and Faith**: Fellows live together in Washington, D.C., and experience life as an intentional Christian community: sharing meals, a common budget, weekly house meetings, and prayer.
* **Prayer and Discipleship**: Fellows participate in weekly faith and justice seminars during work hours, monthly chapel services with colleagues, and three community retreats.
* **Work and Vocation**: Calling and vocation is a central part of the Christian life. Fellows work full-time in the ministry of Sojourners. Each participant is placed in an entry-level position in one of our departments and is paired with a mentor. Part of the vocational discernment process involves calling. Fellows will wrestle with God’s calling upon their lives during this year. The positions commonly offered through the program are:
* Advertising Assistant
* Campaigns and Mobilizing Assistant
* Circulation Assistant
* Communications Assistant
* Donor Services Assistant
* Editorial Assistant(s)
* Mobilizing/Executive Assistant
* Summit/Administrative Assistant

**Compensation:** Sojourners provides all housing, meal, local commuting, and health insurance expenses. Each fellow receives a $175 monthly stipend (after tax), as well as $200 upon successful completion of the program.

**Application Qualifications:** The program is open to anyone 21 years or older who has work permission in the United States and a Social Security number. Married couples without dependents are welcome, but both individuals must apply and be accepted into the program. We are an equal opportunity employer committed to diversity. Fellows must commit to serve the entire program year: August 16, 2021 – August 5, 2022. Before applying, please read more about the program and Sojourners’ mission on our website at [sojo.net/fellows](https://sojo.net/fellows). Please understand the commitment needed before applying.

**How to apply:** The application has four parts:

1. Individual application
2. Writing sample or personal essay
3. Resume (no cover letter needed
4. Three recommendation forms: peer, employer or academkic, and clergy/faith leader or spiritual mentor

The **deadline for applications is February 15, 2021.** Interviews will begin in April. Send completed application materials via: email (volunteer@sojo.net), fax (202-328-8757) or mail to Sojourners Fellowship Program, 408 C Street NE, Washington, DC 20002.

**Thank you for your interest in the Sojourners’ Fellowship Program!**

**I. INDIVIDUAL APPLICATION FORM**

Full Name:

Birth Date (*must be 21 to apply)*:

Permanent Address (street, city, state, zip code):

Country (if other than U.S.):

E-mail Address:

Phone:

National citizenship (fellows will need a Social Security Number; don’t provide it until accepted):

Faith identity/denominational affiliation:

If there are any crimes on your record that you would like to explain, please do so here:

*Please answer each question as honestly as possible in approximately 150 words. Content is more important than style.*

**Life and Faith**

1. How long have you been following Sojourners, and in what ways?

2. How did you hear about the Fellowship Program? Please check the boxes below and provide a written explanation if necessary.

Church/Faith Leader

College/University/Workplace

Family/Friends

Sojourners Print Magazine

Current or Former Fellow or Employee

Conference

Book or talk by Jim Wallis

Sojourners Web/Social Media

Other Web/Social Media

Other

3. In what church tradition were you raised, if any? What are your current church experiences?

4. How have you experienced God during the COVID-19 pandemic?

5. What spiritual disciplines do you practice and why? Have they changed during the COVID-19 pandemic, if so how?

6. Please describe your race/ethnicity, and why it is important to you, and how do you see it influencing your faith and/or vocation?

7. What is your experience with cross-cultural relationships and interactions?

8. Within the last few years, what **three** books, public figures, music, movies, works of art, and/or publications have most affected you?

**Community**

1. Describe the neighborhood(s) in which you grew up. What urban experiences have you had, and what expectations do you have about Washington, DC?

2. What group or community living experiences have you had, and what expectations do you have about Sojourners’ community living situation? \**Note: The Sojourners* *fellow house has a majority of shared bedrooms with twin beds.*

3. How do you respond to stressful situations?

4. How do you resolve interpersonal conflict?

**Work and Mission**

1. What are your career goals for the next ten years?

2. Where do you feel that God is calling you to change the world today?

3. What are your expectations from a Sojourners work placement?

4. Are there groups or issues that are of particular interest to you? Please explain.

5. What is your most successful work style? What information would be helpful for your supervisor to know regarding your work habits?

6. Reflect on your strengths and weaknesses. What are you best at? What are you working to improve?

**Skill Assessment**

Sojourners’ ministry requires a wide variety of skills and gifts. Work placements for fellows are integral to the functioning of the office and many require specific skills.

Please fill in the following skill grid to help us gauge what position might be the best fit for you. *Only provide answers for skills that are relevant to your experience.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Level of Proficiency***(None, novice, intermediate, advanced)* | **Further Details/****Description** | **Interest in Developing Skill** *(N/A, very low, low, moderate, high, or very high)* |
| Databases (please list which one(s)) | Names: |  |  |
| Programming |  |  |  |
| Web Design |  |  |  |
| Microsoft OS |  |  |  |
| Excel |  |  |  |
| Content Management Systems (please list which one(s)) | Names: |  |  |
| Customer Service |  |  |  |
| Phone service |  |  |  |
| Sales |  |  |  |
| Language(s) |  |  |  |
| Photography |  |  |  |
| Graphic Design |  |  |  |
| Video |  |  |  |
| Writing |  |  |  |
| Editing – Writing |  |  |  |
| Editing - Multimedia |  |  |  |
| Social Media Management |  |  |  |
| Research |  |  |  |
| Administration |  |  |  |
| Event Planning |  |  |  |
| Finance/Accounting |  |  |  |
| Hospitality |  |  |  |
| Community Organizing |  |  |  |
| Online Organizing |  |  |  |
| Playing a Musical Instrument |  |  |  |
| Cooking |  |  |  |
| Worship Leadership  |  |  |  |
| **Other Skills:**  |  |  |

**Position Descriptions & Preferences**

These descriptions are summaries of each position but are subject to change based on organization needs and priorities, plus individual skills, interests, and experience. All positions are based in an office environment, contingent on appropriate COVID-19 policies and procedures, with a Monday-Friday, 9 a.m.-5 p.m. work schedule.

**Nonprofit Management Track**

1. **Advertising Assistant:** The Advertising Assistant coordinates the production of online, email, and print advertising for all of Sojourners’ publications. This includes organizing incoming ad materials, communicating with advertising clients, creating reports, and collaborating with the sales team to implement creative ideas for our advertising clients. *Gain an understanding of the roles marketing and advertising play in spreading a message.*
* Desired skills: MS Office, including Excel; phone and e-mail customer service experience; attention to detail; Web editing and basic HTML experience are a plus; sales and customer service are a plus.
1. **Circulation Assistant:** The Circulation Assistant is responsible for direct and indirect subscriber customer service, including answering the phone, responding to emails, and troubleshooting for both Preaching the Word (Sojourners’ sermon prep resource) and the Sojourners website. This position represents Sojourners at conferences and prepares materials for these events. *Interact regularly with our constituents.*
* Desired skills: MS Office; customer service experience, especially phone; creative writing and communications skills; database experience; ability to multitask.
1. **Donor Services Assistant:** The Donor Services Assistant manages Sojourners’ monthly giving program, provides phone and online assistance to all donors, manages database records, produces monthly reports, and provides support for the entire Advancement department. *Learn Engaging Networks, Raisers Edge, and how a nonprofit development team works.*
* Desired skills: MS Office, especially Excel; donor database experience or desire to learn; strong organizational skills and attention to detail; strong writing and phone skills.
1. **Summit/Administration Assistant:** The Summit/Administration Assistant assists the Summit leadership team in all aspects of Sojourners’ annual leadership convening in June and provides support to Administrative team members, including the VP/Chief Human Resources Officer, Sojourners Fellowship Program Director, and Office Manager. *Learn event planning and office management skills.*
* Desired skills: Creative and analytical approaches to problem-solving; initiative and able to manage several projects at once; event planning experience or interest.
1. **Mobilizing/Executive Assistant**: The Mobilizing/Executive Assistant provides support for all initiatives related to Sojourners’ national mobilizing efforts, supporting the voter protection and racial justice campaigns, and supporting digital mobilizing efforts; also provides executive assistance to the office of the Executive Director. Learn Engaging Networks database and interact with faith leaders.
* Desired skills: MS Office and excellent administrative and office skills, including strong attention to detail; phone, research, and writing skills.

**Program Development Track**

1. **Campaigns and Mobilizing Assistant:** The Campaigns and Mobilizing Assistant assists with policy research, issue advocacy, online activism, and event planning; responsibilities include representing the organization at coalition/partner meetings, compiling news stories on policy issues, completing assigned research tasks, coordinating events and lobby visits. *Gain an understanding of policy related to issue campaigns, partners, and coalitions.*
* Desired skills: MS Office; strong analytical, problem-solving, research, and writing skills; knowledge of federal public policy system and grassroots engagement campaigns; flexibility and strong time-management skills; ability to process secondary trauma, as some stories occasionally deal with traumatic events and/or sensitive topics.
1. **Communications Assistant:** The Communications Assistant prepares press briefings for organizational spokespersons, tracks media narratives and provides analysis, and handles media requests from local, regional, national, and international media. *Help promote our message in the media to change the public narrative on issues.*
* Desired skills: MS Office; excellent research skills; confident oral and written communications skills; detail- and deadline-oriented; a “news junkie.”
1. **Magazine Editorial Assistants (2):** The Magazine Editorial Assistantsprovide research, administrative, and creative support to Sojourners’ monthly print magazine. They participate in long-term planning and idea generating, fact checking articles, conducting interviews, maintaining digital archives, and cross-publishing content to Sojourners’ website. *Gain editorial skills such as fact-checking, proofreading, and balancing deadlines, as well as basic Drupal and HTML skills. Build a writing portfolio.*
* Desired skills: Strong editing skills; strong research and writing abilities; strong organizational skills and attention to detail; good time management skills; creativity; team player; willingness to develop and practice appropriate self-care when dealing with difficult topics in our coverage; Drupal or other content management systems are a plus.
1. **Multimedia/Online Assistant:** Post content and build email newsletters; research, produce, and edit video and audio stories for online publication team; support the Audience Engagement Editor on research, data analysis, building graphics, and social media outreach. *Learn skills in online media and help engage our online readers.*
* Desired skills: MS Office; journalistic writing skills; experience with video and photo editing equipment and software; social media management experience.

**Position Ranking**

Position preferences will be discussed during the phone interview with applicants and a specific position offered as part of your acceptance into the 2021-2022 cohort.

Please indicate your job preferences by ranking them 1 through 4 or 5 in both the Nonprofit Management track and the Program Track (1 = top choice; 4 or 5 = last choice).

|  |  |
| --- | --- |
| **Nonprofit Management Track (1-4)** | **Program Development Track (1-5)**  |
|       Advertising Assistant      Circulation Assistant |       Campaigns and Mobilizing Assistant      Mobilizing/Executive Assistant |
|       Donor Services Assistant |       Communications Assistant |
|       Summit/Administration Assistant |       Magazine Editorial Assistant |
|  |       Multimedia/Online Assistant |
|  |  |

Are you open to all positions, or are you only interested in certain positions? Please explain.

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**Personal Attributes**

Please rate yourself on the following characteristics and abilities using a scale of **1 to 5** (1 = one of your weakest areas; 5 = one of your strongest areas). In addition, please list below the three attributes that best describe your gifts.

Creativity

Maturity

Initiative

Sensitivity

Leadership

Dependability

Organization

Sense of Humor

Flexibility

Top three attributes from the list above:

1.
2.
3.

**A Few More Things**

1. Do you foresee any specific difficulties—e.g. financial, logistical, time constraints—for your participation in the Sojourners Fellowship Program?

2. Do you have any additional comments you would like to make?

3. If not selected for the fellowship program, would you allow Sojourners to release your contact information to other fellowship/internship/volunteer programs in DC for possible consideration?

**II. WRITING SAMPLE OR PERSONAL ESSAY**

Please submit a writing sample (650 words of fewer) that demonstrates your writing style as well as interest and knowledge of Sojourners’ mission as an organization. This can be a previous piece you have written that resonates with Sojourners’ work, or a new piece written specifically for this application based on the prompt below.

You can type your piece into this application or attach a separate document.

Essay Prompt (if needed): Sojourners’ mission is to articulate the biblical call to social justice, to inspire hope, and build a movement to transform individuals, communities, the church, and the world. A year at Sojourners will include all of these elements. What attracts you to a year of working with Sojourners and living in intentional community with other fellows? How is Sojourners’ mission shaping your life currently?

**III. RESUME**

Please submit your resume with your application packet. It should include all of the following pieces:

* employment from the past five years;
* educational history;
* volunteer, political, and social organizations with which you’ve been significantly involved and the nature of your involvement;
* links to published work or blogs.

In order to share all this information, please **do not feel confined to a traditional one-page format**.

**IV. REFERENCES**

Please ask three people—*a peer, a former/current employer, and clergy or pastoral leader*—to complete a recommendation form for you. Please refrain from asking family members to serve as references. Instruct your references to return the letters directly to the Sojourners Fellowship Director by **February 22, 2021 at the latest.** References can be mailed to 408 C Street NE, Washington DC 20002; emailed to volunteer@sojo.net (preferred); or faxed to (202) 328-8757.

If you apply using this document, instead of the online form, please inform your references how they can write you a reference. The reference forms (online and downloadable versions) can be found here: [https://sojo.net/fellowship/applicant-reference](https://sojo.net/internship/applicant-reference).

Please list here the **names, addresses,** and **phone numbers** of those people who will be sending us recommendations on your behalf. Due to the number of applicants, we cannot always confirm receipt of individual references.

1. Peer:

2. Former/current employer or former/current professor:

3. Clergy/Faith Leader or Spiritual Mentor:

To submit this completed application you can mail it to 408 C Street NE, Washington DC 20002; email it to volunteer@sojo.net (preferred); or fax it to (202) 328-8757. Please be sure to send your writing sample and resume along with the application.

Please contact volunteer@sojo.net with any questions.