# A group of people posing for a photo Description automatically generatedSOJOURNERS FELLOWSHIP

# PROGRAM 2023-2024

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 full-time jobs alongside a departmental team at the Sojourners office in the Capitol Hill neighborhood of Washington, D.C. Celebrating its 39-year history, program alumni have made a lasting impact on the social justice movement in the church, the United States, and around the world. 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:

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| **Life and Faith**: Fellows live together in Washington, D.C., and experience life as an intentional Christian community: sharing meals, a common budget using a shared bank account, house meetings, and faith-formation. Intentional living is an integral part of the culture of the Fellowship Program, harkening back to the history of Sojourners Community. In community, fellows face the complexity of working through cultural differences, developing greater self-awareness and awareness of others. |
| **Prayer and Discipleship**: Fellows participate in weekly faith and justice seminars during work hours, chapel services with colleagues, and community retreats. With fellows joining together from various Christian faith traditions, fellows learn how to live and honor diverse worship and cultural traditions. |
| **Work and Vocation**: Calling and vocation is 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 receives mentoring throughout the year. Part of the vocational discernment process involves calling. Fellows will wrestle with God’s calling upon their lives during this year. |

## AREAS OF RECRUITMENT

|  |  |
| --- | --- |
| Editorial (Magazine and Online) | Mobilizing and Policy |
| Advancement | **Communications and Social Media** |
| Circulation and Administration |  |

## COMPENSATION

Sojourners provides all housing, meals, local commuting, phone stipend, and health insurance expenses. Each fellow receives a $700 monthly stipend (after tax), as well as $1,500 upon successful completion of the program. The Fellowship Program operates under a belief in a God of justice, equity, and abundance while not squandering resources. Note that compensation includes both monetary income, financial support such as groceries and transportation, as well as living accommodations and other support. Health insurance is optional. Fellows receive 20 days of vacation, 12 days sick/personal leave, and 12 paid holidays.

## COVID-19

During the unique context of the COVID-19 pandemic, issues of boundaries, individual and collective responsibility, power dynamics, and racial inequities will be topics discussed during the fellowship year. Communal safety is balanced with autonomy, being mindful that transmission can occur despite following all the proper guidelines. The program follows the guidelines of the CDC and local DC government to keep all fellows as safe as possible, with the potential of stricter guidelines if necessary. For example, mask wearing while indoors, not eating indoors at restaurants, quarantining after travel or higher risk activities, or even minimizing exposure to friends and family indoors when virus is substantial in the region to protect the community are just some of the things that *might* occur during the fellowship year. The “house rules” are adapted by the fellowship with input and approval by the Fellowship Director.

## 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 14, 2023 – August 3, 2024. Before applying, please read more about the program and Sojourners’ mission on our website at www.sojo.net/fellows. Please understand the commitment needed before applying.

**Applicants must have:**

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| * Proof of up-to-date COVID vaccination before beginning of program |
| * Strong emotional intelligence and relationship building skills |
| * A commitment to learning and growing in their own lens on racial justice, equity, inclusion, and belonging |
| * A desire and willingness to participate in a community diverse by race, gender, ability, and other dimensions of difference - with all the strengths, growth opportunities, and challenges that it entails |
| * A willingness to communicate, even in difficult situations, knowing that by doing the hard work of community comes growth and the building of skills to build the beloved community |
| * The ability to bring valuable skills to the table in an area that can drive the mission of Sojourners forward. |
| **The Application has four parts** | |
| 1. Individual application | |
| 2. Writing sample | |
| 3. Resume (No cover letter needed) | |
| 4. Three (3) Recommendation Forms: peer, employer or academic, and clergy/faith leader or spiritual mentor | |

The **deadline for applications is April 17. Phone i**nterviews will follow. 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!**

## INDIVIDUAL APPLICATION FORM

## Today’s date:

|  |
| --- |
| Full Name: |
|  |
| Pronouns: |
|  |
| Birth Date (must be 21 to apply): |
|  |
| Faith identity/denominational affiliation: |
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| Permanent Address (street, city, state, zip code): |
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| Country (if other than U.S.): |
|  |
| E-mail Address: |
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| Phone: |
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| National citizenship (fellows will need a Social Security Number; don’t provide it until accepted): |
|  |
| 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. Content is more important than style. Please limit each question to no more than 150 words.**

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| How long have you been aware of the work of Sojourners, and in what ways? |
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**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 Sojourners’ Staff |  |
| Sojourners Web/Social Media |  |
| Other Web/Social Media |  |

Other Written explanation if necessary:

## LIFE AND FAITH

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| In what faith tradition were you raised, if any? Do you still practice that tradition? Discuss your spiritual journey. What tradition do you practice now? How do you incorporate worship into your daily life? |
|  |
| Within the last few years, what two or three books, public figures, music, movies, works of art, and/or publications have sparked your theological imagination? In other words, what have you read, listened to, or witnessed that has informed how you encounter God? |
|  |
| Please describe your race/ethnicity, why it is important to you, and how you see it influencing your faith and/or vocation. |
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| What do you see as your own areas of personal growth in the areas of racial justice, equity, inclusion, and belonging? What is something that you are working on learning and/or implementing? |
|  |

## COMMUNITY

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| Describe the neighborhood(s) in which you grew up. What urban experiences have you had, and what expectations do you have about Washington, D.C.? How involved were you in the community? |
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| Community living will involve residing in a house together with a shared bank account for food, living items, transportation, and health co-pays. Describe your expectations of living with 5-6 other people, sharing living expenses, space, and meals in a Christian community. What concerns do you have? What joys do you expect? |
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| Conflict in life is inevitable in life. Please consider how you respond to conflict. What do you think you do well? What do you need to work on? How do you deal with difficult conversations? (For example, do you avoid difficult conversations, jump in head first, or need a moment to process?) How has your mode of conflict been received by others? |
|  |
| Living in close quarters with new people will call for determining and articulating boundaries. How willing are you to compromise with a fixed income with strangers? What are you willing to give up for a year, and what is non-negotiable? What do you hope to gain while living in community for a year? |
|  |
| On a scale of 1 to 10, with 1 being the least and 10 being extreme concern, *how concerned are you about COVID-19 while living in* community with 5 other people?       Discuss this.  Also, on a scale of 1 to 10, with 1 being the least and 10 the strictest, *where are you on the scale with potential living restrictions related to COVID-19 to keep all people safe in the house*?       Discuss this. |

## WORK AND MISSION

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| What are your career goals for the next 5 years? |
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| What are your vocational expectations from a Sojourners work placement? |
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| Describe your strategies for juggling multiple priorities and due dates, or an influx of incoming requests. How do you ensure tasks do not fall through the cracks? Describe ways that you reset when you are overwhelmed |
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| What is your most successful work style? What information would be helpful for your supervisor to know regarding your work habits? |
|  |
| 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. |

## SKILLS ASSESSMENT

**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.***

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

1. Please indicate your interest by ranking positions in **both** the Nonprofit Management track and the Program Track (1 = top choice; 2 or 3 = last choice).
2. Are you open to all positions, or are you only interested in certain positions? Please explain.

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| --- | --- | --- |
| **Nonprofit Management Track** | **Desired skills** | **Note Preference** |
| **Circulation and Administration:** This fellow 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 *Sojourners* magazine, and represents Sojourners at and prepares materials for conferences. This position also assists with administrative projects, including fellowship recruiting and office logistics. *Share Sojourners mission at events, support subscribers and office colleagues.* | **Desired skills:** MS Office; customer service experience, especially phone; creative writing and communications skills; database experience; and ability to multitask. |  |
|  |  |  |
| **Advancement:** The fellow for the Advancement team 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. |  |
| **Program Development Track** | **Desired Skills** | **Note Preference** |
| **Mobilizing and Policy:** The fellow provides support for all initiatives related to the work of the SojoAction team including policy research, issue advocacy, event planning, social media, and digital organizing. Responsibilities include representing the organization at coalition/partner meetings, briefing the team on relevant issues and policy updates, coordinating events and lobby visits, and contributing to SojoAction’s overall strategy implementation. Gain training on organizing communities for change. Opportunities to build a digital portfolio of faith and justice mobilizing work. *Gain understanding of policy related to campaign issues and get experience with faith-based lobbying on the Hill.* | **Desired skills:** MS Office; strong research and writing abilities; ability to write and research comprehensively under time-sensitive deadlines. Good time management and willingness to be flexible based on changes in strategy. Ability to engage with traumatic stories. |  |
| **Communications and Social Media: This position provides support to engage Sojourners’ audience and the public by posting editorial content to Facebook, Twitter, and Instagram tracking analytics to understand what resonates with our audience; and** preparing press briefings for organizational spokespersons, tracking media narratives and providing analysis, and handling media requests from local, regional, national, and international media. Gain an understanding of the contemporary media landscape, learn how to garner interest in and drive attention to specific stories and events, and develop skills for creating faith-specific messages on key public issues. | **Desired skills:** MS Office; excellent research skills; confident oral and written communications skills; detail- and deadline-oriented; a “news junkie.” |  |
| **Editorial:** The Editorial Assistants provide research, administrative, and creative support to Sojourners’ magazine or sojo.net and Sojourners’ email newsletters. They participate in long-term planning and idea generating, fact-checking articles, conducting interviews, maintaining digital archives, and cross-publishing content to Sojourners’ website. Learn skills in online media and help engage our online readers. 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 skills in editing, research and writing, organization and attention to detail, time management, creativity, team approach, and 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. |  |

## PERSONAL ATTRIBUTES

1. 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).
2. In addition, please list below the three attributes that best describe your gifts.

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| --- | --- | --- |
| **Creativity** | **Leadership** | **Sense of Humor** |
| **Initiative** | **Dependability** | **Flexibility** |
| **Sensitivity** | **Organization** | **Compassionate Listening** |

**Top three attributes from above:**

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| --- |
| 1. |
| 2. |
| 3. |

## A FEW MORE THINGS

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| --- | --- |
| Do you foresee any specific difficulties—e.g., financial, logistical, time constraints—for your participation in the Sojourners Fellowship Program? |  |
|  |  |
| Do you have any additional comments you would like to make? |  |
|  |  |
| 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? |  |
|  |  |

## WRITING SAMPLE OR PERSONAL ESSAY

***Please submit a writing sample (650 words or fewer) that demonstrates your writing style answering the prompt below.***

***You can type your piece into this application at the bottom or attach a separate document.***

**Essay Prompt:** The mystic and theologian Howard Thurman said, “Don’t ask what the world needs. Ask what makes you come alive and go do it. Because what the world needs is people who have come alive.” What makes your soul come alive? What social issue does that passion intersect with? What are you feeling called to do to make the world what God intends? How will a year as a Sojourners' fellow help you to actualize this?

## RESUME

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

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| 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 |

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

## REFERENCES

|  |  |  |
| --- | --- | --- |
| 1. Please ask three people—a peer, a former/current employer or professor, and clergy or pastoral leader— to complete a recommendation form for you. Please refrain from asking family members to serve as references. |  |  |
| 2. Instruct your references to return the letters directly to the Sojourners Fellowship Program Director by **April 25, 2023 at the latest.** |  |  |
| 3. References can be emailed to volunteer@sojo.net (preferred); mailed to 408 C Street NE, Washington DC 20002; 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> |  |  |

**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.***

|  |
| --- |
| **Peer:** |
| **Former/current employer or former/current professor:** |
| **Clergy/Faith Leader or Spiritual Mentor:** |

**To submit this completed application, you have three options.**

|  |
| --- |
| **1. Email it to volunteer@sojo.net (preferred)** |
| **2. Mail it to 408 C Street NE, Washington DC 20002 – Attention: Moya Harris** |
| **3. 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.

**Writing Sample**

**Essay Prompt:** The mystic and theologian Howard Thurman said, “Don’t ask what the world needs. Ask what makes you come alive and go do it. Because what the world needs is people who have come alive.” What makes your soul come alive? What social issue does that passion intersect with? What are you feeling called to do to make the world what God intends? How will a year as a Sojourners' fellow help you to actualize this?