



# Sojourners' Fellowship Program

The Sojourners' Fellowship Program is a leadership development program dedicated to Christian discipleship, community, and vocation. Celebrating its 35-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, monthly chapel services with colleagues, and three community retreats.
- **Work and Vocation:** Fellows work full-time in the ministry of Sojourners. Each participant is placed in an entry-level position and is paired with a professional mentor. Below is a list of positions commonly offered through the program:

Advertising Assistant

Circulation Assistant

Donor Services Assistant

Summit/Administrative Assistant

Campaigns Assistant

Communications Assistant

Multimedia Assistant

Magazine Editorial Assistant(s)

Online Editorial Assistant

**Compensation:** Sojourners pays for all expenses relating to housing, meals, commuting and health insurance. Each fellow receives a \$175 monthly stipend, 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 12, 2019 – August 7, 2020.

Before applying, please read more about the program and Sojourners' mission on our website at [www.sojo.net/fellows](http://www.sojo.net/fellows). Please strongly consider the commitment needed before applying.

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

1. Individual application
2. Writing sample or personal essay
3. Resume (cover letter is not needed)
4. Three (3) Recommendation Forms: peer reference, clergy/faith leader, and employer

The **deadline for applications is February 15, 2019**. Interviews will begin in April. Send completed application materials via: email ([volunteer@sojo.net](mailto:volunteer@sojo.net)), fax (202-328-8757) or mail to Sojourners Fellowship

**Application** for Sojourners' Fellowship Program

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:

E-mail Address:

Phone:

National citizenship (applicants need a SSN to apply):

Faith identity/denominational affiliation:

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

### Life and Faith

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

Conference

Book or talk by Jim Wallis

Sojourners Web/Social Media

Other Web/Social Media

Other

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

3. What spiritual disciplines do you practice and why?

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4. Please describe your race/ethnicity, and why it is important to you.
5. What is your experience with cross-cultural relationships and interactions?
6. Have you ever been convicted of a crime? If yes, explain the nature of the offense(s) and type(s) of rehabilitation.
7. Within the last few years, what **four** books, public figures, music, movies, works of art, and/or publications have most affected you? Please list them and provide a **brief** explanation for each.

### 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 a 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 vocational goals for the next five to 10 years?
2. What are your expectations from a Sojourners' work placement?
3. Are there groups or issues that are of particular interest to you? Please explain.
4. What is your most successful work style? What information would be helpful for your supervisor to know regarding your work habits?
5. Reflect on your strengths and weaknesses. What are you best at? What are you working to improve?

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### 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.

Skill	Level of Proficiency <i>(Novice, intermediate, advanced)</i>	Further Details/ Description	Interest in Developing Skill (1 = very low, 5 = very high).
Database experience (list)	Names:		
Programming			
Web Design			
Microsoft OS			
Excel			
Content Management Systems (list)	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

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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 with a 9am-5pm work week schedule.

### Nonprofit Management Track

- 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 how marketing and advertising play a role 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 a plus; sales and customer service a plus.
- 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.
- 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 Luminare Online/Convio, 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.
- 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 for problem-solving; initiative and able to manage several projects at once; event planning experience or interest.

### Program Development Track

- Campaigns Assistant:** The Campaigns 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.
- 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."
- Magazine Editorial Assistants (2):** The Magazine Editorial Assistants provide 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*

## Application for Sojourners' Fellowship Program

*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 system a plus.
4. **Multimedia Assistant:** The Multimedia Assistant researches, produces, and edits video and audio stories for Sojourners' award-winning multimedia team. S/he also supports our Audience Engagement team for research, data analysis and visualization, and social media outreach. *Gain a variety of experience in video and audio production, as well as valuable insight into the online news publication landscape and audience engagement tactics.*
- Desired skills: Strong interest in video and/or audio storytelling; creativity and initiative; familiarity with videography and/or photography equipment; experience with video and photo editing software; social media management experience; ability to process secondary trauma, as some stories occasionally deal with traumatic events and/or sensitive topics.
5. **Online Assistant:** The Online Assistant provides writing, multimedia, and a broad range of support for Sojourners' online publication, social media platforms, and email newsletters; assists with copy editing and fact-checking online material; compiles content for daily and weekly newsletters; occasional interview assignments. *Learn skills in online media, including basic HTML, fact-checking, and AP style. Build a portfolio of bylines/clips, and gain proficiency in social media management.*
- Desired skills: Initiative and creativity; MS Office; online media and Web research experience; meticulous editing and proofreading skills; attention to detail; journalistic writing skills; ability to process secondary trauma, as some stories occasionally deal with traumatic events and/or sensitive topics.

### 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 2019-2020 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)

Advertising Assistant  
Circulation Assistant  
Donor Services Assistant  
Summit/Administrative Team Assistant

#### Program Development Track (1-5)

Campaigns Assistant  
Communications Assistant  
Magazine Editorial Assistant  
Multimedia Assistant  
Online Editorial Assistant

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

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## Application for Sojourners' Fellowship Program

### 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—i.e. 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 volunteer programs in DC for possible consideration?



## Application for Sojourners' Fellowship Program

### II. WRITING SAMPLE OR PERSONAL ESSAY

Please submit a writing sample (650 words or 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 using the attached forms. 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 15, 2019**.

References can be mailed to 408 C Street NE, Washington DC 20002; emailed to [volunteer@sojo.net](mailto:volunteer@sojo.net) (preferred); or faxed to (202) 328-8757. You can also send your references a link to an online version of the reference form at <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.

1. Peer:
2. Former/current employer:
3. Pastoral leader or clergy:

## Application for Sojourners' Fellowship Program

### Employer Reference Form for Sojourners Fellowship

Your Name:

Address:

Email or Phone:

Name of Applicant:

Relationship to Applicant:

Thank you for serving as a reference for the Sojourners Fellowship Program. The yearlong program combines work placements in our nonprofit office with an opportunity to live in an intentional Christian community. Between eight and ten fellows are selected into the program each year. To learn more about Sojourners, please visit our website at [www.sojo.net](http://www.sojo.net).

Sojourners fellows are placed in full-time jobs in which they must learn quickly, be organized, take initiative, be prompt, and adapt to busy work environments. They must work well with supervisors and others, as well as manage and prioritize their work independently.

Your honest evaluation will help us tremendously in making the best placements for our program. If you have any questions, please call the program director at (202) 328-8842. Please return this reference by email (preferred), mail, or fax, by **February 15, 2019** to:

**[volunteer@sojo.net](mailto:volunteer@sojo.net)**

Sojourners Fellowship Program

408 C Street NE

Washington, DC 20002

Fax (202) 328-8757

## Application for Sojourners' Fellowship Program

1. In 300 words or fewer, what strengths and weaknesses did you observe in the applicant when you worked together?

2. In 300 words or fewer, what advantages and challenges do you think the applicant would bring to Sojourners?

3. Please rate the applicant on the following characteristics and abilities on a scale of **1 to 5** (1 = one of the applicant's weakest areas; 5 = one of the applicant's strongest areas):

Creativity

Maturity

Initiative

Sensitivity

Leadership

Dependability

Organization

Sense of Humor

Flexibility

4. Overall, how would you rate the applicant?

- Exceptional
- Very good, with no reservations
- Acceptable
- Some reservations
- Weak

5. Is there anything else about the applicant that would be helpful for us to know?

## Application for Sojourners' Fellowship Program

### Pastoral Reference Form for Sojourners Fellowship

Your Name:

Address:

Email or Phone:

Name of Applicant:

Relationship to Applicant:

Thank you for serving as a reference for the Sojourners Fellowship Program. The yearlong program combines work placements in our nonprofit office with an opportunity to live in an intentional Christian community. Between eight and ten fellows are selected into the program each year. To learn more about Sojourners, please visit our website at [www.sojo.net](http://www.sojo.net).

Sojourners fellows are invited to an environment best suited to a high level of commitment and a willingness and openness to learning. Fellows live in intentional community with individuals of different Christian journeys and work at the intersection of faith, politics and culture. We seek individuals who have a mature faith and an interest in discipleship.

Your honest evaluation will help us tremendously in making the best placements for our program. If you have any questions, please call the program director at (202) 328-8842. Please return this reference by email (preferred), mail, or fax, by **February 15, 2019** to:

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1. In 300 words or fewer, please reflect on why you think the Sojourners Fellowship Program would be a good experience for the applicant. What advantages and challenges do you think the applicant brings to Sojourners?

2. In 300 words or fewer, how would you describe the applicant's faith journey? How do you expect the experience would impact the applicant's faith journey?

3. Please rate the applicant on the following characteristics and abilities on a scale of **1 to 5** (1 = one of the applicant's weakest areas; 5 = one of the applicant's strongest areas):

Creativity

Maturity

Initiative

Sensitivity

Leadership

Dependability

Organization

Sense of Humor

Flexibility

4. Overall, how would you rate the applicant?

- Exceptional
- Very good, with no reservations
- Acceptable
- Some reservations
- Weak

5. Is there anything else about the applicant that would be helpful for us to know?

## Application for Sojourners' Fellowship Program

### Peer Reference Form for Sojourners Fellowship

Your Name:

Address:

Email or Phone:

Name of Applicant:

Relationship to Applicant:

Thank you for serving as a reference for the Sojourners Fellowship Program. The yearlong program combines work placements in our nonprofit office with an opportunity to live in an intentional Christian community. Between eight and 10 fellows are selected into the program each year. To learn more about Sojourners, please visit our website at [www.sojo.net](http://www.sojo.net).

Our fellows live together in a group house in Washington, D.C. They build community among themselves through regular gatherings for prayer, study, and faith sharing, as well as joining with Sojourners staff in study, ministry, retreats, and public witness. Participants need to have a mature understanding of their personal needs and boundaries and experience resolving interpersonal conflict with their peers.

Your honest evaluation will help us tremendously in making the best placements for our program. If you have any questions, please call the program director at (202) 328-8842. Please return this reference by email (preferred), mail, or fax, by **February 15, 2019** to:

**[volunteer@sojo.net](mailto:volunteer@sojo.net)**

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1. In 300 words or fewer, please reflect on why you think Sojourners Fellowship Program would be a good experience for the applicant. What advantages and challenges do you think the applicant brings to the Sojourners program, including the community experience?

2. In 300 words or fewer, please describe an experience in which you have seen the applicant respond to conflict.

3. Please rate the applicant on the following characteristics and abilities on a scale of **1 to 5** (1 = one of the applicant's weakest areas; 5 = one of the applicant's strongest areas):

Creativity

Maturity

Initiative

Sensitivity

Leadership

Dependability

Organization

Sense of Humor

Flexibility

4. Overall, how would you rate the applicant?

- Exceptional
- Very good, with no reservations
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- Some reservations
- Weak

5. Is there anything else about the applicant that would be helpful for us to know?