

# Ministry Residency Program at Denver Seminary

**INTERNSHIP OPPORTUNITY:** Program Director

**LOCATION: A PROMISING FUTURE**

[www.apromisingfuture.com](http://www.apromisingfuture.com)

[www.youhavealternatives.org](http://www.youhavealternatives.org)

**SUMMARY:** A Promising Future (APF), an educational program of Alternatives Pregnancy Center, is seeking motivated and proven public speakers to deliver a 10-session success development and healthy relationship curriculum. Applicants should have a passion for youth and live a life of integrity and excellence. Instructors will be trained to teach *The Diamond Standard: Living a Life of Excellence*® curriculum to participants in local area high schools and community sites. Participants will learn critical psychosocial skills needed for successful transition into healthy adulthood. The multi-week sessions include multi-modal learning strategies to account for diverse learning styles among participants, and requires a very interactive, hands-on approach to instruction. This project will focus on engaging students ages 15–18.

**TUITION CONSIDERATION:** \$3,000 per Semester  
10% tuition discount  
Taxable Living Stipend: YES

**ESTIMATED TIME COMMITMENT:** 10+ hours per week

## **DUTIES:**

### **Administrative:**

- Prepare necessary print and visual aid materials for A Promising Future (APF) presentations, classes and trainings.
- Utilize community database to track and keep record of APF presentations and contacts.
- Financial record keeping on behalf of APF, including monthly reconciling with the Business Manager.
- Maintain departmental calendar.
- Schedule weekly APF team meetings and prepare meeting agendas.
- Prepare and deliver invoices, and process received payments.
- Gather and enter presentation statistics from APF instructors and prepare monthly/annual reports, as necessary.
- Assist in budget planning for APF within the larger organization of Alternatives.
- Plan, coordinate and manage department-focused events as applicable.

### **Program Support:**

- Ability to articulate the programs and products of A Promising Future to diverse audiences. Communicate a well-rounded understanding of programs with the ability to represent and field pertinent questions.
- Handle APF informational calls and program/curriculum inquiries.
- Provide support to Program Director and Community Engagement Manager in communicating with APF instructor team to determine their availability and access for *A Promising Future* curriculum presentations.
- Collaborate with APF Program Director, APF Community Engagement Manager and Alternatives' Executive Director to assist in crafting vision, strategic plans and ongoing development processes.
- Provide strategic input and feedback toward *A Promising Future* curriculum production, implementation, promotion and sales.
- Assist in the hiring process of paid and volunteer instructors as a part of the APF team.

-Attend organization and APF department-related meetings, staff retreats and other conferences as approved and directed by supervisor or Executive Director.

### **Communications:**

- Exemplify strong writing and editing skills.
- Responsible for building email template, utilizing “Emma” and maintaining appropriate audience lists for email communication regarding APF.
- Market and communicate details of training events and classes to various audiences.
- Provide literary and logistical support in the development of promotional and curriculum content in conjunction with Communications team and/or marketing firm.
- Maintain the consistency of APF department’s graphic standards with the organizational graphic standards of Alternatives.
- Assist in website maintenance in conjunction with Communications team and/or marketing firm.
- Attend monthly meetings with Alternatives’ marketing firm.

### **Experience Requirements:**

One to two years of administrative experience. Preferred knowledge of education programming in the nonprofit sector. Demonstrated ability to manage various competing priorities within a workday.

### **Qualifications:**

Must exhibit excellent administrative, leadership and management skills, have a good reputation among those worked with and for. Must be a team player and possess a teachable and dependable attitude and work ethic. Must be able to manage time and deadline effectively. Ideally they will showcase creativity and proactivity by improving upon current systems as applicable.

### **TO APPLY: Please send resume to**

**Ayinde Russell**

Program Director

**A Promising Future**

1440 Blake St. Suite 200

Denver, CO 80202

303.298.8815 Phone

303.295.2523 Fax

[www.APromisingFuture.com](http://www.APromisingFuture.com)

[Ayinde@APromisingFuture.com](mailto:Ayinde@APromisingFuture.com)



---

### **DEFINITION OF THE MINISTRY RESIDENCY PROGRAM:**

By Definition the Residency Program is an Internship and contains the following:

1. *Similar ministry training as that available in and through schooling for future clergy;*
  2. *This training is for the benefit of the trainee;*
3. *Resident is not a replacement for a regular employee, but works under close observation;*
4. *This program is considered to be of greater value to the trainee than to the employer;*
5. *Trainees are not necessarily entitled to a job at the completion of the program;*
6. *Employer and trainee understand that trainees are not entitled to wages for the time spent in training.*