

FMS Staff Use Only

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**Nonprofit Servant Leadership Program**

Office Associate Application

**I. PERSONAL INFORMATION**

**Name:**       **Application Date:**

**Birthdate:**

**Address:**      **Phone Number:**

**Email Address:**      **Available Start Date:**

How did you hear about Franciscan Mission Service and the Nonprofit Servant Leadership Program?

Please select which associate positions are of interest to you: (select all that apply)

[ ]  Programs [ ] Communications [ ] Development [ ] Event Planning

**II. SHORT ANSWER QUESTIONS** (please limit each response to 300 words)

**Professional**

1. What are your professional goals, and how will the Nonprofit Servant Leadership Program help you achieve them?
2. What are your natural abilities and skills, and how are you currently nurturing and using them?
3. Give an example of an assignment that was too difficult for you. How did you resolve the issue?
4. Describe an experience where you were able to serve as a leader. What were you able to accomplish? What did you learn?

**Spiritual**

1. What is your philosophy of service, particularly in the Christian tradition? What does “success” in service look like?
2. How do you feel social justice connects to how you live out your faith? Provide specific examples of how you are engaging in this yourself.
3. How do you nurture your own spiritual life? Please provide specific examples.
4. What are your reactions to Pope Francis’ papacy so far? What has most resonated with you? Challenged you? Surprised you?

**Community and Simplicity**

1. Our volunteer associates live in an intentional community and have many group activities such as house meals, community prayer, and faith formation sessions. What excites you about living in an intentional community? Is there anything that you anticipate would be difficult for you?
2. Describe a time when you lived with others (outside of your family). What was this experience like for you? What were your greatest contributions to the community and what were some challenges for you? What are your needs when living with others?
3. What does “living simply” mean to you? How will you approach living on a stipend of $350 per month?
4. What are some of your interests or hobbies? Please add anything else you would like to share about yourself.

**III. PROGRAM EXPECTATIONS**

Please initial each of the following:

     I understand that the Nonprofit Servant Leadership Program is a **13-month commitment** in the Franciscan Mission Service office in Washington, D.C.

     I understand that I would be provided a private room in a shared community house. I would be expected to participate as an active member of community, which includes but is not limited to: sharing in meals, prayers, chores, and hospitality to houseguests.

     I understand that the stipend is $350 per month and that medical insurance is provided. FMS can provide proof of my participation in a full-time volunteer program, but I am responsible for working with my loan lender to coordinate loan deferment or forbearance, if needed.

     I understand that five hours of my week would be spent volunteering directly with a marginalized population in Washington, D.C. Some service sites require a background check and/or medical screening.

     I understand that while I would be in a position to learn and gain new skills, I would also be expected to fully participate in and contribute to the work and office environment of Franciscan Mission Service.

     I understand that as part of my growth and development as a Nonprofit Servant Leader, I would be expected to attend or participate in activities outside of the traditional work day/week.

     I understand that as part of this program I would be expected to take an active role in my personal, spiritual, and professional development. I would be expected to set goals and participate in regular evaluations of this growth.

     I understand that during my year of service, my primary commitment would be to the Nonprofit Servant Leadership Program. I would not take on other commitments (such as part-time employment) that would interfere with my ability to fully participate in my service or community life.

**IV. RÉSUMÉ**

In a separate document, summarize and highlight your education, professional experience, leadership roles, volunteer work, skills (including language), and anything else that would make you an ideal candidate for this program and the associate position(s) that interest you. This detailed résumé may be longer than one page.

**V. INTERVIEW**

Upon approval of your initial application, Franciscan Mission Service will schedule an interview with you. This interview is typically done on the phone or via Skype during business hours.

**VI. REFERENCES**

Upon approval of your initial application, Franciscan Mission Service will send you instructions regarding the reference information needed and forms to be filled out and returned.

* **One pastoral reference** – This might be from a parish priest, campus minister, spiritual director, etc.
* **One personal reference** – Someone who is not related to you that can speak to your character. Ideally, this is someone who has lived with you.
* **Three professional references** – Contact information for people who can speak to your professionalism and work ethic. You may include professors, but at least one must be a supervisor from a work experience.

**All application materials should be sent to:**

**info@franciscanmissionservice.org**

**Franciscan Mission Service**

**P.O. Box 29034**

**Washington, DC 20017**