

DC Service Corps Office Associate Programs Associate Position Description



If you've enjoyed coordinating retreats or facilitating faith formation programs, dedicate your skills as a DC Service Corps volunteer addressing issues of poverty in DC and around the world. Come contribute to the training of lay people for long-term overseas service and help coordinate the Short-Term Mission and Global Awareness Trips to Bolivia and Washington, DC.

DC Service Corps volunteers build a foundation for a lifelong commitment to social activism and their Catholic faith through a meaningful year of service in Washington, DC. Office Associates serve at the FMS headquarters, where they grow their professional skills in graphic design, writing, or development. Both volunteers serving in the community and those in the FMS office live in intentional community, pray together, and strive to be witnesses to justice and peace. Leadership training, professional development, mentoring, faith formation, and educational seminars inspired by the Catholic Social Justice tradition round out this transformative experience.

Position Responsibilities

We are looking for an individual who takes initiative, is creative, and highly organized to help with our ongoing administrative tasks.

Assist with the many administrative aspects of the lay mission program such as: recruitment, discernment days, formation courses, and international lay mission support. Duties include, but are not limited to, organizing speakers and sessions, attending recruitment events, researching and contacting partners for recruitment, behind the scenes event support, short-term mission trip logistics and other administrative support.

Position Requirements

- Bachelor's degree in theology, religion, non-profit management, organizational development or other related field
- Experience with program organization and facilitation
- Highly detail-oriented and organized
- Excellent computer skills including a proficiency in Microsoft Office
- Able to meet deadlines and handle multiple projects at once
- Ability to interact effectively with diverse constituencies

To apply

See [application and instructions](#) on the FMS website.