



Job Posting - Phoenix City Director (FT) Orthodox Volunteer Corps

Location: Phoenix

Reports to: Chief Program Officer

About Orthodox Volunteer Corps (OVC)

Orthodox Volunteer Corps is an innovative, values-driven nonprofit. We're dedicated to strengthening young adults and the Orthodox Christian Church through service with the most vulnerable. Learn more about us [at this link](#). Our growing alumni network, now 27 strong, continues this mission beyond their program year.

Position Summary

The Phoenix City Director will oversee the full-time and part-time programs of OVC in Phoenix. Full-time program launch expected in Fall 2027 and part-time program in Fall 2028. The candidate will develop and foster connections with nonprofit placements and parishes, creating a formative and supportive experience for the Corps Members. These connections will also cultivate relationships that will build the foundation for the part-time program, OVC Reach. The core role will be to serve as the supervisor and mentor for the Corps Members, supporting them individually and as a community throughout their OVC experience.

Key Responsibilities

1. Supervise Corps Members

- Serve as overall mentor to Corps Members in all aspects of the program
- Conduct individual check-ins with each Corps Member every other month
- Support the Corps Members as challenges arise
- Be mindful and attentive to their unique needs and strengths
- Attend to their spiritual, personal, and professional development

2. Establish and Manage Partnerships with Service Placement Sites

- Establish and maintain relationships with placement sites
- Conduct midpoint and end-of-year placement visit with placement supervisor and Corps Member; hold additional meetings as needed
- Oversee placement fee structure and manage payments with the placement site

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- Set meetings at the beginning and end of each year to confirm continuation of placement or termination

3. Cultivate Local Clergy and Parish Engagement

- Establish relationships with key clergy and parishes
- Communicate needs and opportunities for participation and support to parishes
- Facilitate parish visits with Corps Members and potentially alumni (primarily at the beginning of the program year, occasionally thereafter)
- Send relevant communication to clergy and parish contacts

4. Expose the Corps Members to the City as Context for Service

- Facilitate study of the city (including history, contemporary social issues, demographics)
- Connect Corps Members with key community leaders and experts
- Use the city as a classroom through field trips and other hands-on experiences
- Be attentive, in curricular design & execution, to communities that are vulnerable

5. Design and Lead Friday Seminar

- Coordinate seminar speakers
- Lead seminar discussions
- Facilitate meaningful conversations that unpack the service experience of the Corps Members
- Be thoughtful about what topics to present and when and how to present them
- Communicate consistently with the Corps Members regarding the schedule of seminar and what's expected of them

6. Support the Cultivation and Management of Local Donors

- Establish and cultivate relationships with local donors
- Share updates and gratitude with local and national donors
- Help to plan & execute fundraising and awareness events to strengthen donor relations

7. Support National Staff and Ministry (specific role[s] TBD in conversation with staff)

- Retreats
- Recruiting
- Fundraising & Marketing
- Administrative Support
- Conference tabling
- Speaking

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8. Facilitate and lead OVC Reach (year 2)

- Facilitate and plan Reach events - once a month evening seminar that includes community building, prayer, guest speakers, discussion on Orthodoxy and service, and more.
- Recruit local young adults to participate
- Bring in relevant and impactful speakers
- Coordinate monthly service opportunities with local nonprofits

9. Secure and manage housing for Corps Members

- Identify housing options for the Corps Members
- Coordinate with the landlord to arrange rent payments
- Communicate with the landlord regarding house needs, such as repairs and maintenance
- Secure furniture and other household items

Qualifications

- Commitment to the Orthodox Christian Church
- Passion for the mission, vision, and values of OVC
- Bachelor's degree
- At least 3-5 years experience in one or more of these fields: program leadership, youth and young adult ministry, counseling or social work, professional or volunteer nonprofit work, or related fields.
- Proven ability to build and sustain networks and partnerships.
- Ability and comfort in executing & adapting curriculum, teaching, and leading discussions
- Experience in coaching, mentoring, pastoral care, or leadership development.
- Excellent communication skills, written and verbal, and the ability to collaborate effectively with diverse stakeholders.
- Ability to work both independently and collaboratively in a remote team environment.
- Willingness to travel for retreats and staff meetings (approx. 3-6 times a year)

Work Environment

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- Local to Phoenix. Work from home with weekly visits to Corps Member home, in-person or zoom check-ins with Corps Members, visits to parishes and placements as needed, meetings with key constituents, and remote zoom meetings with OVC team
- Periodic travel, with all travel expenses covered (approximately 3 retreats and 2 additional trips for staff meetings)
- Work Monday-Friday, 9-5, with occasional evenings and weekends
- Report to the Chief Program Officer, have regular check-ins with the CEO, and provide regular updates on full-time and part-time programs
- Expected start date in Spring 2027

Benefits

- Salary range: \$70-80k
- Health insurance and retirement
- Generous holiday/vacation/PTO

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