



Chattanooga Fellows Program Coordinator

Chattanooga, TN | Full-time | Reports to the Director of Fellowships and Curriculum

About Faith Co-Op

Faith Co-Op's mission is to awaken Christians to how their faith brings daily purpose. We serve as a hub for initiatives that illuminate God's work in everyday life and inspire Chattanooga citizens to live out their calling.

About Chattanooga Fellows Program

The Chattanooga Fellows Program (CFP) is a nine-month advanced leadership and professional development program that equips recent college graduates to faithfully find their vocation, commit to community, explore their faith, and practice civic responsibility. Through graduate-level courses, a paid internship in their industry of interest, intergenerational relationships with a local host family and mentor, and intensive leadership and service-learning opportunities, Fellows develop and apply their diverse gifts and abilities in service of others, to the glory of God, and for the good of the city of Chattanooga.

Position Summary

The CFP Coordinator works alongside the Director of Fellowships and Curriculum as a highly organized, engaged, and relational individual, providing operational, programmatic, and spiritual support to create and maintain an environment in which the Chattanooga Fellows can grow and thrive.

The ideal candidate is an attentive self-starter who thrives in a versatile environment, enjoys advancing multiple projects, and is passionate about creating relationships and spaces for young professionals to gather and grow.

Key Responsibilities

Programming & Discipleship

- Be present and engaged for all Fellows classes and events to help them process learnings, connect dots, and apply insights to practical opportunities and challenges in and beyond Fellows life

- Meet individually with each Chattanooga Fellow a minimum of once per semester, with additional time and care given to those who express challenges, needs, or curiosities
- Pray regularly for the Chattanooga Fellows
- Design and/or teach spiritual formation workshops or classes as needed, with the goal of incremental leadership in these experiences based on interest and ability
- Coordinate communications with host families and employers to ensure integrated and holistic awareness of Fellows' needs, well-being, and growth
- Invest in strengthening interpersonal discipleship and networking skills, toward and beyond current Chattanooga Fellows; expressed through regular networking meetings in Chattanooga, connection with pastoral staff at CFP partner churches, and relational development CFP alumni and stakeholders

Event Coordination

- Support the Director(s) and Marketing and Operations Specialist in executing event logistics (venue selection, catering, supplies, etc.) for 5+ major annual events, including the Opening Dinner, Alumni Community Dinner, CFP Christmas Party, Supporter Dinner, and Fellows Commissioning
- Schedule, help coordinate, and participate in a diverse portfolio of retreats, including preparing travel arrangements, food, and curriculum in partnership with the Director of Fellowships and Curriculum
- Support the Director of Fellowships and Curriculum in partnering with other TFI Fellows directors to plan regional and national events, including both recruitment and programming focused

Recruitment

- Support Director of Fellowships and Curriculum in scheduling and coordinating recruiting initiatives
- Develop and maintain targeted recruiting campaigns using social media platforms and personal relationships, including monthly coordination with Chattanooga Fellows and alumni, and monthly partnership with the Marketing and Operations Specialist
- Attend and engage in local recruitment initiatives, and 2+ multi-day, out-of-state recruitment events, building a sustainable coalition of relationships with professionals and college students to attract candidates to the CFP
- Support the interview and admissions process by managing applications and related documents for the Admissions Committee, conducting screening calls with applicants, coordinating reference checks, and assisting the Director of Fellowships and Curriculum in onboarding incoming fellows.

Administrative

- Schedule and help coordinate weekly Fellows activities, including Classes, Community Dinners, Nonprofit Visits, Vocational Lunches; align events with mission and vision of Faith Co-Op and CFP
- Conduct weekly email correspondence with Chattanooga Fellows to ensure consistent communication of program details requiring their attention and completion (e.g., class reading, upcoming events, professional development assessments, etc.)

- Request, receive, and report Fellows' tuition payments in Xero and Donor Dock
- Reconcile the bank account monthly using Xero

Qualifications

- Professed faith in Jesus Christ and active participation in a local church
- 1–3 years of experience in nonprofit programming, operations, or educational or ministry leadership
- Alignment with Faith Co-Op's mission and commitment to help Chattanooga Fellows grow and thrive
- Strong organizational and time-management skills with attention to detail
- Proficiency with tools like Canva, CRMs (e.g. Donor Dock), email marketing platforms (e.g., Mailchimp, HubSpot), and social media management tools
- Excellent written and verbal communication skills.
- Basic website management experience (e.g., WordPress, Squarespace, or similar).
- Proven ability to establish and maintain positive, friendly, and respectful working relationships with co-workers, volunteers, board, and all stakeholders
- A genuine love of order, organization, efficiency, and anticipating needs
- Proven ability to be flexible and positive when plans and schedules change

Preferred Skills and Experience

- Bachelor's degree
- Experience with nonprofit or business operations, education, event planning, and/or hospitality
- Creative eye for branding and content creation
- Proven ability to prioritize and perform multiple tasks without daily supervision
- Familiarity with Christian spiritual formation and faith-work integration literature and principles
- Familiarity with project management tools (e.g., Asana, Trello)

Who You Are

- You serve with excellence
- You prioritize collaboration
- You lead with hospitality
- You are trustworthy and authentic

Why Join Us

- Dive into a multi-faceted role where pastoral care meets program coordination
- Deepen your knowledge of faith and work integration
- Grow your skill set by wearing multiple hats and sharpening skills across a range of responsibilities
- Thrive in a dynamic, mission-driven, collaborative culture