**Job Position**

**Western Field Representative - Contract**

**Position**: Field Representative - Contract

**Position location**: New York or Adjacent State

Since 1919, DeMolay has shaped the lives of millions of young men. We are an organization based on timeless principles, committed to developing and inspiring leadership, team building, and networking for young men ages 12 – 21. We strive to not only create leaders, but extraordinary leaders of character.

The Field Representative will work to develop advisory councils, recruit adult mentors, and develop youth membership under the direction of the Executive Officer.

This position is responsible for providing leadership and guidance to grow membership and volunteer recruitment through chapters in the assigned service area.

Responsibilities:

1. Recruit youth and adult volunteers at designated chapters.
2. Provide program and training support for chapter volunteers at designated chapters.
3. Meet with the Executive Officer or his designee bi-weekly to report on updates.
4. Work with elected youth leadership to develop membership-based events and activities.
5. Develop success plans for chapters at the direction of the Executive Officer.
6. Submit status updates, expense reports, and activity reports for approval/recording.
7. Adhere to NY DeMolay policies and standards.

Education:
High School Diploma or GED equivalent required. College Graduate or military service preferred.

Qualifications:

* The ideal candidate will be self-motivated, comfortable with public speaking and interacting with diverse audiences, have high organizational skills in management and planning.
* Time management skills, interpersonal skills and multi-tasking ability required.
* Must have good people skills, be enthusiastic, punctual, responsible and creative.
* Amenable to evening meetings/activities and weekends.
* Strong written communication.
* Some DeMolay Background, nonprofit or other youth service experience is a plus.
* Must be able to pass the DeMolay background check and complete required training.
* Must posses a valid license and have own transportation.
* Experience with Excel, Word, PowerPoint desired.

Compensation:
This is a contract position for four months of service. Ideally starting by 9/26 and ending 1/26. The compensation is projected to be $1,000.00 a month plus expenses. As a contractor no benefits are available.

Depending on performance and funding availability, the contact may be extended.

Application Process:
One (1) Completed application for employment
One (1) Resume
One (1) Cover letter addressing applicant’s ability
One (1) Draft proposal on a recruitment event for young people.

Applications are due via email to PWBrusoe@gmail.com by 9/18 for full consideration.

Questions may be directed to Dr. Peter W. Brusoe, Executive Officer at PWBrusoe@gmail.com