



Hands and Feet of Asheville: Mentorship Manager Job Description

Organizational Overview

Hands and Feet of Asheville (HFA) is an independent, 501(c)(3) nonprofit organization that cultivates young adult transformation at the intersection of faith, service, and justice. Born out of the Presbyterian Church (USA) tradition, HFA welcomes participants of all faith and spiritual backgrounds. HFA places young adults (ages 21-29) in year-long fellowships at local nonprofits serving critical community needs throughout the Asheville area. Through intentional community living, spiritual and vocational discernment, and a commitment to social justice, Fellows are equipped to lead lives of purpose and compassion with a deeper understanding of service. Hands and Feet of Asheville's values are respect, curiosity, community, anti-racism, inclusivity, and equity.

Position Summary

The Mentorship Manager plays a central role in cultivating growth, connection, and purpose among Hands and Feet of Asheville's young adult Fellows. Through regular one-on-one mentorship, community-building experiences, and thoughtful program facilitation, this part-time leader will guide Fellows in their personal, professional, and spiritual development. Working closely with the Executive Director, the Mentorship Manager also co-leads Community Day programming, plans immersive retreats, and supports cohort recruitment and placement—all while fostering a culture of inclusion, reflection, and justice. Ideal candidates will be compassionate mentors, skilled facilitators, and thoughtful collaborators with a deep commitment to equity and community.

Compensation: \$25-27 an hour

Status: Part-time exempt, averaging 20 hours per week

Reports to: Executive Director

Desired Start Date: September 15, 2025

How to Apply: Email a cover letter, resume, and 3 references to Executive Director Carly May at carly@handsandfeetavl.org

Preferred Application Deadline: August 29, 2025

Key Responsibilities

Nurture and Challenge HFA Fellows

- Meet one-on-one with Fellows every other week, facilitating meaningful discussion around their personal, professional, and spiritual goals.
- Mentor, nurture, and advocate for the Fellows, walking alongside them in discerning a personal and professional development path.



- Lead the planning and coordination of retreat time(s). Retreats have in the past looked like weekend-long trainings, trips out of town for learning experiences, or local overnights that invite deepening of community ties.
- Facilitate the attendance of the HFA Fellow Cohort at the Manna Retreat for young adults held at Montreat Conference Center.

Plan and Execute HFA Community Days

- Lead the development and execution of Community Day curriculum in close collaboration with the Executive Director, placing a special emphasis on Hurricane Helene's impacts, disaster recovery, and community healing.
- Collaborate with key stakeholders, organizational partners, and board members for outside leadership or education experiences.
- Solicit input from HFA Fellows on the curriculum and incorporate their feedback into plans.
- Community Days are both an opportunity to facilitate growth through education, service, or reflection, and an opportunity to nurture the intentional community through shared meals, fun activities, or quality time together. Community Days take place on Fridays and can be anywhere from 5 to 8 hours.

Collaborate with and Support the Executive Director

- Assist in the recruitment, interviews, and placement process for the new cohort of young adult fellows.
- Improve the program, providing strategic feedback and thought leadership.
- Provide necessary feedback to the Executive Director about Fellows that may be useful in guiding their employer partner relationship.

Regular Time Commitments

- Weekly: Check-ins with the Executive Director (1 hour) and half of the Fellowship Cohort (4-5 hours), Community Day attendance, facilitation, and preparation (10-12 hours).
- Monthly: Prepare reports for monthly Board meetings, reconcile spending with ED and the bookkeeping team, plan and prepare for retreats or special events, including orientation week, Program Welcome Dinner, Closing Celebration Storytelling Event, and more.
- Seasonal: Recruitment and interviews for new Fellows (Jan-June).

Required Qualifications

- Ability to work in a hybrid work environment based in Asheville, NC, with in-person requirements for Community Days
- Regular and accurate communication with others
- Experience and passion for working with or mentoring young adults



- Comfort navigating interfaith and ecumenical spaces with openness and humility
- Deep commitment to justice, equity, and community, especially anti-racism and economic justice
- Excellent communication, organization, interpersonal, group facilitation, and conflict resolution skills

Preferred Qualifications

- Personal theological maturity, competency, and appreciation for theological and faith differences
- Experience and/or study in the creation and nurture of intentional community
- Excellent communication, organization, interpersonal, group facilitation, and conflict resolution skills

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