

Position Posting

The General Commission on Religion and Race



Position Title:
Annual Conference Coordinator for Program Ministries

Level:
13 (\$60,000 – \$65,000)

Reports To (Title): **Team Leader for Program Ministries**

Department: **Program Ministry/GS**

Posting Date:
October 26, 2009

Basic Purpose: This section describes the position's basic purpose or mission.

The Annual Conference coordinator is the primary liaison between the General Commission on Religion and Race and the Annual Conference Leadership. This position interprets the work of the commission, provides education opportunities to constituents, organizes and mobilizes conference leaders to respond to racism, reply to requests for training and resourcing by conference staff and leadership, maintains contact and develops awareness about local issues, and keeps the commission informed about GCORR work in the conferences. This position is responsible for coordination of visits to all the annual conferences and Central Conferences. In addition this position connects the funding priorities of the CORR Action Fund and the strategic plan. Annual Conference Coordinator will provide oversight for conference and model ministry initiatives.

Essential Job Functions: This section describes up to six major elements of the job, listed in order of importance. The description includes what is done, why it is done and an estimate of the total working time the incumbent spends on each task.

Essential Job Function	% of Time
1. Travel to Conferences to interpret and promote collaboration and partnership with the work of GCORR and support local CORR work.	20%
2. Resource and support Conference leadership by through social media as well as by phone, email and snail mail. Provide GCORR resources during annual conference meeting to support and extend the work of GCORR through the UM Connection.	30%
3. Provide oversight for 10 conferences focusing on building model ministry initiatives, testing pilot projects, and training and dialogue sessions with Boards of Ordained Ministries, Cabinets and conference staff.	25%
4. Assist with the leadership programs - Winter Institute, White anti-racism Consultation, National Convocation on Cross Racial Appointments and the National Training Academy.	10%
5. Highlight connection between the MGSD/ CORR Action Fund and the annual conference. Promote funds and the best practices that arise from the programs.	15%

Major Accountabilities: This section describes the major accountabilities for the position. An accountability statement has a "bottom-line" orientation that often will encompass several essential job functions as listed above.

1. Must deliver value-creating programs, on time and within budget.
2. Responsible for coordination and delivery under pressure and against possible resistance.
3. Must create leadership initiatives using current adult learning styles with proven success.
4. Responsible for staying current and knowledgeable with demonstrated applications of leading edge technology trends within the learning environment.
5. Responsible for maintaining relationships with leadership professionals and leaders throughout the denomination.

Job Standards: This section describes the minimum knowledge, skills and abilities needed to perform the essential job functions.

Education What is the minimum level of formal education required?	Bachelors' degree in or experience in field related to essential job functions.. Constituent services experience a plus.
Other Specialized Knowledge What other training and/or certification are necessary?	Experience in a global organization is a plus. Strong interpersonal and communication skills needed. Excellent presentation, writing, planning and organizational skills a must.
Experience What kind and how much previous experience are needed?	Minimum of 3-4 years experience. Experience on Learning & Development team is a plus.
Learning Period How long would it take a new employee to learn the job?	Ability to travel domestically and internationally for up to 50%. Fluent in English, second language a plus 6 months to 1 year learning period

Applicant Information:

All resumes must be post marked by the closing Date.

Work Schedule: Exempt, 35 hours week

<u>Apply to:</u>	The General Commission on Religion and Race 100 Maryland Ave NE Washington, DC 20002 froberts@umc-gbcs.org
<u>Salary:</u>	\$60,000- \$65,000
<u>Posting Dates:</u>	October 26, 2009
<u>Closing Date:</u>	December 7, 2009