

# Position Posting

## The General Commission on Religion and Race



Position Title:  
**Team Leader for Monitoring and Advocacy**

Level:  
**16 (\$75,500-\$80,00)**

Reports To (Title): **General Secretary**

Department:  
**Monitoring and Advocacy**

Posting Date:  
**October 26, 2009**

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

The Team Leader for Monitoring and Advocacy will lead a team in research and design plans for effective advocacy, monitoring and data collection in areas of diversity and inclusiveness. Lead a team in researching trends and realities of the church and society related to the mission and goals of GCORR. Prepare programs of advocacy to respond to data findings.

The Team Leader for Monitoring and Advocacy would lead the process of monitoring the Jurisdictional and General Conferences, providing new and improved models of monitoring ministry sharing these outcomes and ideas with annual conferences, ethnic caucuses and general agency leadership.

This person will propose and research topics to create a new unique thought leadership for creating inclusivity in the church. Create multimedia reports based on insights and finding from a variety of research projects focused on diversity, inclusiveness, racism and multiculturalism.

**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. Research design and planning to improve monitoring ministry. Design executable and credible research studies consistent with the GCORR strategic plans to create and implement data collection methods that improve the monitoring process. Assure that studies are executed using established qualitative and quantitative methodologies by researchers to provide valid and credible findings. Incorporate the findings of existing research related to the mission and programs of GCORR into monitoring and advocacy work.	20%
2. Create, nurture and sustain a network of people who lead and contribute to the generation of research data and studies.	20%
3. Provides the research reports and policy statements that determine and support the GCORR advocacy priorities. Plan, develop and monitor advocacy strategy in collaboration with CORR- leaders. Provide coordination and support for corr-leaders through meetings, tools and ongoing communications.	20%
4. Oversee the production of various research studies on topics like multiculturalism and cross racial appointments. Research studies will include the generation and analysis of reports, charts and tables based on established statistical methods to convey insights, findings and recommendations that lead to program or policy change. Manage research projects by analyzing and interpreting data collected from annual conferences, caucuses, seminars and individuals.	20%
5. Develop and maintain web based database to measure the church's progress on the "5 indicators initiative."	10%
6. Provide training and support for CEID committees.	10%

**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.	Responsible for coordination of research projects completion on time and within budget.
2.	Responsible for improving the monitoring process
3.	Must stay current with variety of field concepts, practices and procedures for research and analysis.
4.	Ensure the understanding of the "5 indicators initiative" throughout the denomination
5.	Demonstrate excellent writing and verbal skills with the ability to translate research findings to practical and useful tools for study and action providing current and engaging materials in the study action center on the GCORR website.
6.	Accountable to corr-leaders to provide them proven resources for advocacy and education.

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

<p><b><u>Education</u></b> What is the minimum level of formal education required?</p>	<p>Bachelors' degree in a research related field; Maters degree preferred.</p>
<p><b><u>Other Specialized Knowledge</u></b> What other training and/or certification are necessary?</p>	<p>Demonstrated academic or professional services research experience in conducting research and interpreting research data with a record of designing and delivering innovative research projects. Project management experiences a must. Collaborative working style, problem solving skills and an ability to work well in a diverse community is critical to the success in this position.</p>
<p><b><u>Experience</u></b> What kind and how much previous experience are needed?</p>	<p>Minimum of 7 - 9 years experience in research or related field. Must have the ability to rely on experience and judgment to plan and accomplish goals. Ability to perform a variety of complicated tasks with a wide degree of creativity and latitude. Will need the ability to build networks and collaborative partnerships in order to fulfill job responsibilities. Will need to lead and direct the work of others.</p>
<p><b><u>Learning Period</u></b> How long would it take a new employee to learn the job?</p>	<p>Ability to travel domestically and internationally for up to 40%. Fluent in English, second language a plus 6 months learning period</p>