

Position Posting

The General Commission on Religion and Race



Position Title:
Team Leader for Program Ministries

Level:
15/17 (\$75,500 – \$80,000)

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

Department: **Program Ministry**

Posting Date:
October 26, 2009

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

The Team Leader for Program Ministries will lead the Commission in creating and implementing resources to facilitate an educational strategy for dismantling racism. This is achieved through the creation of educational resources that provide thought provoking and actionable experiences.

As a key contributor to the Denominational focus on Leadership Development, the individual will help outline key leadership behaviors in line with the philosophy to build the intercultural leadership capabilities of managers and leaders across the denomination. Provide management for multiple, global, leadership programs, including diversity initiatives and high profile development programs. Provide learning and development expertise within the Commission and across the denomination.

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. Provide leadership development expertise in racial justice advocacy and intercultural competency using current adult learning styles, blended learning approaches, instructional design methodologies and leadership development models and techniques. Develop and maintain partnerships with a wide variety of staff levels and functions across the denomination and related organizations to ensure smooth execution of leadership development initiatives and programs.	25%
2. Serve as project manager for customized leadership programs including the Winter Institute, White anti-racism Consultation, National Convocation on Cross Racial Appointments and the National Training Academy.	30%
3. Develop and effectively manage a working partnership with a diverse group of trainers in and outside of the UMC to assist in the development and execution of leadership development opportunities across the denomination.	15%
4. Manage GCORR's comprehensive anti-racism and inclusiveness training, educational resource and curriculum infrastructure.	20%
5. Partner with key stakeholders in the UMC and within HR departments of the General Agencies of the United Methodist Church in articulating learning priorities and leveraging innovative/non-traditional, best practices across the denomination.	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. 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 trainers, 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.

<p><u>Education</u> What is the minimum level of formal education required?</p>	<p>Masters degree in learning and development or education or equivalent experience.</p>
<p><u>Other Specialized Knowledge</u> What other training and/or certification are necessary?</p>	<p>Experience in a large, global organization is a plus with a proven ability to engage and influence all levels of the organization, Strong interpersonal, communication, planning and organizational skills. Proven ability to drive change and to improve individual and business performance. Ability to build networks and collaborative partnership in order to fulfill job responsibilities.</p>
<p><u>Experience</u> What kind and how much previous experience are needed?</p>	<p>Minimum of 7-9 years experience, including experience leading a Learning & Development team for a large, complex business. Minimum 5 - 7 years experience in designing (including needs analysis), developing and delivering leadership development programs within a changing business environment. Will need to lead and direct the work of others.</p>
<p><u>Learning Period</u> 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 to 1 year learning period</p>