

Position Posting

The General Commission on Religion and Race



Position Title:
Review Coordinator

Level:
13 (\$60,000- \$65,000)

Reports To (Title): **Team Leader for Monitoring and Advocacy**

Department:
Monitoring and Advocacy Team

Posting Date:
October 26, 2009

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

The Review Coordinator for Monitoring and Advocacy will coordinate the reviews and desk audits of the annual conferences, general agencies and theological schools of the United Methodist Church. This person will coordinate the training of review teams and provide analysis for feedback and improvement. The Review Coordinator is responsible for the completion of all reviews throughout the connection.

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. Train, nurture and sustain a network of people who will conduct reviews in the annual conferences, general agencies and seminaries. Assist with logistics of training and evaluation of the reviews.	40%
2. Preparation and coordination of the annual desk audits for annual conferences, agencies and seminaries.	25%
3. Receive and compile information; work with the team leader to create reports to interpret data to annual conferences, general agencies and seminaries.	25%
4. Promote and support the review process throughout the connection.	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 reviews in a timely manner and within budget.
2. Responsible for improving the review process
3. Ensure the understanding of the review process throughout the denomination
4. Demonstrate excellent writing and verbal skills with the ability to translate research findings to practical and useful tools for action .

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 a field related to the essential job functions.
Other Specialized Knowledge What other training and/or certification are necessary?	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.
Experience What kind and how much previous experience are needed?	Minimum of 3 -4 years experience. 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 to lead and direct the work of others.
Learning Period How long would it take a new employee to learn the job?	Ability to travel domestically and internationally for up to 40%. 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