

UPPER NEW YORK CONFERENCE
POSITION DESCRIPTION

Position Title: Regional Coordinator

Classification: Exempt (15-20 hours/month; \$4000/year as stipend)

Purpose: To supervise, resource, and connect District Advocates and Imagine No Racism district small groups across assigned region.

Accountability: This position is supervised by the Conference Commission on Religion and Race with support from the Director of Connectional Ministries.

Responsibilities:

1. Maintain regular contact with Imagine No Racism District Advocates within the assigned districts.
2. Receive reports from District Advocates and compile into data for the Imagine No Racism website, Upper NY Conference Commission on Religion and Race (CCORR), and the Connectional Ministries Office.
3. Resource District Advocates with needed curriculum and materials, working with CCORR And the General Commission on Religion and Race (GCORR).
4. Work with District Advocates to resolve conflicts and issues as they arise within the Imagine No Racism district small groups and seek assistance from CCORR and the Director of Connectional Ministries as needed.
5. Supervise the training of new District Advocates utilizing material provided by GCORR and CCORR.
6. Attend required trainings as they are scheduled.
7. Meet quarterly with District Advocates within each assigned district to discuss Imagine No Racism small group progress, assess issues and needs, and offer support and guidance.
8. Submit an overview of quarterly meetings to CCORR.
9. Create and maintain a network, while utilizing current technology, that allows District Advocates and small group facilitators and participants to share thoughts, ideas, and support.

Ex-Officio Responsibilities and/or Working Relationships: The person in this position must maintain good working relationships with staff members. Must maintain high level of confidentiality at all times.

Criteria for Performance Evaluation: Performance evaluation will be based upon goals set in consultation with the supervisor. The position description above will be a key part of goal setting.

Qualifications:

- High school diploma or equivalent and three to five years of relevant experience, or an equivalent combination of education and experience;
- One year of experience in culturally and racially diverse environments or in programs for culturally and racially diverse constituencies;
- Proficient in navigating Microsoft Office (Word, Excel, Outlook), calendar functions and internet;
- Experience with principles of anti-racism, the concept of white privilege and/or other social justice or racial equity frameworks;

- Experience in conflict management/resolution;
- Ability to lead, direct, facilitate, and evaluate small group meetings/trainings.

Work Environment/Physical Demands: This position will require use of a computer with internet access and the ability to travel, as needed, for trainings and meetings.

Theological Understandings: Ability to support a Christian faith community, The Discipline of The United Methodist Church, and the policies of the Upper New York Conference.

To Apply: Email resume and cover letter to Bill Gottschalk-Fielding, Director of Connectional Ministries, billg-f@unyumc.org.