

Job Profile

Coordinator for CFRR

This position involves helping the Director for the Center for Racial Reconciliation (CFRR) to serve the church by developing, coordinating, and administering, a comprehensive ministry program that is biblically sound.

Primary Responsibilities

- Manage details of the Director's schedule and correspondence.
- Manage various email accounts ensuring efficient and professional responsiveness.
- Organize, coordinate, and execute logistics for CFRR events, such as Civil Rights Tours, Cohorts, Table Talks, workshops, webinars and retreats.
- Work with the Volunteer Coordinator to create volunteer recruitment and training pipeline, ensure proper number of volunteers for CFRR events and ensure execution of logistics for CFRR events.
- Work with the Communications Team for PR for all CFRR events.
- Oversee CFRR Interns.
- Produce business correspondence, prepare memos, letters, and other documents.
- Assist with varied needs within the Director's oversight.
- Other duties as assigned by the Director.

Key Qualifications, Skills, and Experience:

- Commitment to biblical reconciliation, and racial and ethnic justice.
- Strong knowledge of structural racism and racial equity, including being comfortable and confident in speaking about these topics.
- Willingness and openness to participate in difficult conversations on topics such as race, ethnicity, racism, and other systems of oppression.
- Experience examining one's own racial identity and one's role in racial equity work.
- The ability to establish rapport and relate sensitively to multiracial and multicultural groups.

- Strong interpersonal skills.
- Strong teaching and facilitation skills.
- Strong written and oral communication skills.
- Self-motivated and strong organizational skills.
- Ability to recruit and train adults to serve.

REPORTS TO: Director of Center for Racial Reconciliation

This position is part-time at 25 hours a week.

