

BETHANY COMMUNITY CHURCH

JOB DESCRIPTION

Associate Director of the Ministry of Racial Justice and Reconciliation

Summary: The Associate Director provides pastoral and organizational leadership of the Ministry of Racial Justice and Reconciliation (MRJR) throughout Bethany Community Church.

The position requires strong collaborative skills, innovative and analytical thinking, comfortability managing multiple responsibilities, and an ability to implement strategies across a diverse complement of ministries.

Exceptional verbal and written communication skills, solution-oriented approach, and relationship-building skills are essential attributes to succeed in this role.

Location: Bethany Central Services

Reports To: Senior Lead Pastor

FLSA Status: Exempt, Part-time 21 hours per week

KEY RESPONSIBILITIES

- Lead and work with the MRJR Leadership and Advisory Groups, Bethany staff, Bethany Council and Local Advisory Teams to develop strategies and implement plans for the Ministry of Racial Justice and Reconciliation
- Provide staff leadership to manage MRJR professional consulting relationships and processes, including schedules, progress reports, implementation plans, evaluations and result reports
- Collaborate with and equip location lead pastors, staff, Leadership Advisory Teams and ministry departments to incorporate MRJR priorities into their annual plans, as a regular part of BCC planning and reporting
- Regularly engage, partner, and strategize with various staff and ministry teams, Communities of Practice, Local Advisory Teams, and local congregations as an internal consultant, influencer, advocate, teacher, and resource for implementation of MRJR priorities throughout BCC
- Participates as a regular member of BCC staff and visits location staff meetings
- Other duties as assigned

POSITION QUALIFICATIONS

- Strong collaborative skills, innovative and analytical thinking, and the ability to manage multiple responsibilities and implement strategies across a diverse complement of ministries
- Exceptional verbal and written communication skills, able to give and receive information efficiently, solution-oriented approach, and relationship-building skills
- Thinks in terms of inclusion, congregational discipleship, and mentoring
- Ability to work and communicate across multiple groups
- Project management and organizational skills
- Approaches daily life and work in a way that makes God's Kingdom visible
- Pursues ongoing transformation and demonstrates authenticity and humility
- Energized by and passionate about Bethany's mission, vision, and multi-location ministry philosophy and understands Bethany-wide priorities
- A member of Bethany Community Church who attends regularly and supports the church financially
- Preferred:
 - MA or MDiv in Theology or other equivalent experience
 - Strong public speaking skills
 - Experience in the field of diversity and inclusion

OTHER SPECIFICATIONS

Work Schedule: Typical work schedule is Monday through Friday, 21 hours/week

Physical Demands: Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.

Working Conditions: Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work earlier or later than regular schedule. The office environment is fast-paced and may be considered stressful. Must be able to adapt your approach and priorities in real-time based on shifting demands.

Compensation: Dependent on experience

Benefits: Full medical, dental and vision benefits package, optional cell phone plan.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.