



<b>JOB DESCRIPTION</b>			
<b>Job Title:</b>	<b>Asian/Pacific Islander (API) Roundtable Coordinator</b>		
<b>Job Location:</b>	<b>Open</b>	<b>Classification:</b>	
		<b>FLSA Status:</b>	
<b>Reports to:</b>	Bernard Schlager, CLGS Executive Director	<b>Travel Required:</b>	Not currently
<b>Job Title(s) Supervised:</b>	Student Workers; volunteers	<b>Date of Description:</b>	10 November 2020

### **JOB SUMMARY**

The Coordinator provides theological expertise; programmatic and convening support; and ministerial services to the Asian and Pacific Islander (API) Roundtable by coordinating programs (currently all online during the Covid-19 pandemic) and events of the Roundtables, and facilitating community and resources among Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) persons from API backgrounds.

### **JOB DESCRIPTION**

#### **ESSENTIAL FUNCTIONS:**

- Publicly represent the API Roundtable in national and local settings;
- Provide theological expertise to support the work of the Roundtable;
- Expand the network of the API Roundtable in collaboration with individuals and organizations around the country;
- Maintain regular communications with actual and potential constituents of the Roundtable;
- Oversee the development of curricula and other resources in various media (in online and/or print formats) for use by API religious communities, religious leaders, and laity;
- Assist in the development and implementation of Roundtable events and programming;
- Maintain and expand the Roundtable’s social media presence and contribute to CLGS’s overall social media efforts;
- When feasible, assist in fundraising for the Roundtable; and
- Supervise occasional part-time student assistants and volunteer assistants

#### **GENERAL ACCOUNTABILITIES:**

**Functional Area (approximate % of effort):** Networking with constituencies (50%)

**Functional Area (approximate % of effort):** Creation and management of resources and events (50%)



## REQUIRED JOB QUALIFICATIONS

### Education and Experience Requirement(s):

- Master degree in theology, religious studies, and/or ministry;
- Minimum of two years of teaching and/or ministerial experience; and a minimum of two years of experience in community organizing;
- Experience in spiritual guidance (chaplaincy experience desirable).

### Certifications & Licenses:

- N/A

### Knowledge, Skills, and Abilities:

- Demonstrated organizational skills;
- Ability to manage multiple projects and priorities and give careful attention to detail;
- Strong interpersonal and verbal communication skills;
- Adept at working flexibly in a team environment;
- Ability to work in a multi-cultural and diverse environment;
- Proven ability to relate to API religious communities within the United States;
- Familiarity and experience with LGBTQ issues in the API contexts; ability to work closely and congenially with the Roundtable's various constituents.
- Proficiency in planning and carrying out online programming, social media platforms, and use of personal computers;
- Supervisory experience

### Competencies:

- Judgment/Decision Making - Ability to prioritize own work and to perform under time constraints to meet deadlines. Ability to maintain confidentiality.
- Social Skills - Ability to relate collegially, cooperatively and effectively with Roundtable participants, staff, volunteers, donors and others.
- Planning - Ability to manage multiple projects and deadlines with efficiency.
- Analysis - Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Reading/Writing - Strong skills in reading and writing.
- Online Platforms – Strong skills in creating, posting, and managing items on various online media platforms such as Facebook, YouTube, Instagram, Twitter, WordPress, etc.



**Physical Requirements:**

NOTE: during the pandemic, all work at CLGS take place online.

- Hours of work - generally 5 hours per week. Evening and weekend work will be required in order to accomplish tasks.
- Vision - close vision and ability to adjust focus for word processing.
- Hearing - ability to hear verbal communications and to carry on telephone conversations.
- Clear Speech - ability to communicate clearly to others as essential part of job function; spend more than 2/3 time speaking.
- Lifting/Carrying - occasional lifting and carrying of files and printed material up to 15 pounds.
- Pushing/Pulling - ability to push/pull desk and filing cabinet drawers.
- Sitting - ability to sit for long periods during meetings and at computer.
- Reaching - ability to reach above shoulder, below shoulder and at arms' length.
- Manual Dexterity – ability to use hands and fingers to manipulate a computer keyboard and paperwork/files.

**CERTIFICATION**

I certify that I have read, understand, and meet the functions and requirements as described in this job description.

<b>Acknowledged by Employee:</b>		<b>Date:</b>	
<b>Reviewed by HR:</b>		<b>Date:</b>	
<b>Reviewed by Manager:</b>		<b>Date:</b>	

**TO APPLY FOR THIS POSITION:**

- Send a cover letter, resume, and the names (including titles and email addresses) of 3 references to [clgs@clgs.org](mailto:clgs@clgs.org)
- Please do **NOT** call us about this position.