

JOB OPENING

COUNCIL FOR HEALTH AND HUMAN SERVICE MINISTRIES
United Church of Christ

Associate for Advocacy and Leadership Development

Application Deadline: September 30, 2018

To apply: Send letter of intent and current resumé to:

Michael Readinger, President & CEO

readingm@chhsm.org

USPS: 700 Prospect Ave., Cleveland OH 44115

Position Status: Full-time Exempt
Reports to: President/CEO
Position Location: CHHSM Corporate Office (Cleveland, Ohio)
Position Purpose: To administer all aspects of the Nollau Institute and ongoing leadership development programs, support the Diakonal Minister network and lead CHHSM's advocacy program

General Duties and Responsibilities

- Administer the Nollau Institute including selecting faculty, designing curriculum, setting the retreat schedule, and recruiting participants.
- Schedule and administer the Nollau-To-You events including grant applications and designing curriculum
- Develop continuing education programs for Diakonal Ministers and others within the CHHSM community
- Coordinate the selection of the Nollau Scholar. Provide support and mentoring for the Scholar in accomplishing established goals
- Conduct evaluation of all leadership programs periodically
- Develop modes of connection and support for the Diakonal Ministers network
- Develop and manage CHHSM's advocacy program including collaborating with the United Church of Christ's public policy office and networking with other partners
- Support with affinity groups
- Explore and develop expanded leadership development opportunities to include partnerships, credentialing, and online learning
- Plan and coordinate CHHSM participation in General Synod
- Manage the relationship with Diakonie Rheinland-Westphalia-Lippe and staff the Union Evangelischer Kirchen (UEK) partnership
- Serve as staff for Program, Planning and Evaluation committee of the Board
- Other duties as assigned

Qualifications:

- Authorized ministerial standing in the UCC desirable
- Demonstrated experience in and knowledge of current leadership development resources and trends
- Ability to work with a team
- Knowledge of and commitment to the values of CHHSM and the United Church of Christ
- Demonstrated administrative skills and attention to details
- Excellent people skills
- Excellent written skills
- Ability to be flexible and innovative
- Ability to travel

Salary and benefits commensurate with experience.