

**Position Description:**  
**Executive Coordinator for OGA Local Ministries**  
**General Assembly Meeting Services**

**Term:** Approximately 14 months, beginning half time in early May 2019, moving to full time in mid-September 2019, and concluding late July, 2020 (about 30 days following the assembly).

**General Description:** The Executive Coordinator is the day-to-day on-site representative of the Office of the General Assembly (OGA) in planning for activities leading up to the meetings of the General Assembly. The Executive Coordinator has two broad areas of responsibility: Concerning the meetings of the General Assembly – providing administrative support to the COLA committees and workgroups; Concerning the Big Tent – providing staff support to the Big Tent Coordinators at GA Meeting Services. The Executive Coordinator works closely with OGA staff to understand and support boundaries, policies and procedures

**Reports to:** Director of Assembly Operations.

**Responsibilities include, but are not limited to:**

I. Relating to the meetings of the General Assembly (detailed description in the COLA Manual):

- Serve as a member of the COLA executive committee and maintain regular communication with OGA staff. Attend as many COLA committee and work group meetings as possible and assure necessary consultation between coordinators, work groups, the executive committee and OGA.
- Set up and manage the COLA office.
- Develop and monitor COLA master meeting and planning calendar.
- Under direction of the Manager of Meeting Services, serves as liaison between COLA and the host city's convention bureau, convention center staff and other vendors.
- With the executive committee and treasurer, plan and monitor the COLA budget.
- Prepare the COLA final report, compiling input from each COLA committee and workgroup.

II. Relating to the Big Tent:

- Attends Big Tent as staff support
- Assists in Big Tent planning as requested by the Big Tent Facilities Managers.

- Works with the Big Tent Volunteer Coordinator to recruit and assign volunteers during Big Tent.

**Experience and Attributes:**

- Experience managing day-to-day office procedures
- Excellent computer/Internet skills, including websites, databases, Microsoft Office, and desktop publishing.
- Well organized, professional and a self-starter; ability to work independently, multi-task, make decisions and be consistent
- Proven ability to meet organizational milestones and goals
- Excellent written and verbal communication skills
- Strong people skills, including the ability to interact with those of diverse personalities and backgrounds, and at all levels of an organization
- A consultative management style, with the ability to encourage and support both individual and team efforts
- Flexibility and a positive spirit, ability to handle high pressure situations.
- Knowledge of the Presbyterian Church (U.S.A.) desired but not required.