

Coordinator of United Methodist Advocacy in Pennsylvania

Western Pennsylvania Annual Conference, Susquehanna Annual Conference,
Eastern Pennsylvania Annual Conference
Part-Time Non-Exempt

Our Mission:

To make disciples of Jesus Christ for the transformation of the world.

Purpose:

United Methodist Advocacy in Pennsylvania cares for the public advocacy mission shared by the three United Methodist Annual Conferences within the Commonwealth. The coordinator monitors state legislative and governmental actions, educates and empowers United Methodists to engage Pennsylvania legislators and other state officials on policy issues and serves as a resource for such engagement. The work requires interaction with lawmakers and other officials, partnering with other advocates, maintaining communication with each of the three UM Conferences and providing information and education at a grass-roots level.

Reports To:

Bishops assigned to Annual Conferences in Pennsylvania. Primary supervision will be provided by the Bishop assigned to the Harrisburg Episcopal Area.

The work of the coordinator will be guided by the *Book of Discipline*, Annual Conference Resolutions, the Bishops, and interests of the General Board of Church and Society, as well as the Bible.

Functions: The Coordinator of United Methodist Advocacy in Pennsylvania is responsible for, but not limited to, the following functions:

- Develop an integrated, collaborative plan for advocacy ministry for the Pennsylvania Annual Conferences, including building awareness among United Methodists and other stakeholders throughout the state.
- Create avenues to build relationships with legislators and public officials.
- Train United Methodists in advocacy and increase practical possibilities for involvement.
- Maintain open and regular communication with officials at the state-level, and also the federal and local governments, as needed.
- Monitor state-level political activity, direct communication with lawmakers and other officials.
- Build partnerships with other advocates.
- Provide information, education and resources for all United Methodists seeking political engagement, highlighting state government activity that would likely be of interest to the faith community.
- Maintain and update United Methodist Advocacy in PA website (currently in collaboration with the communications staff of the Susquehanna conference).
- Provide monthly report highlighting state government activity to all interested parties
- Participate as an ex-officio member on committees as needed.
- Participate in general and jurisdictional associations as needed.

- All other duties as assigned.

Expectations:

- A strong commitment to the vision, mission, values and goals of the annual conferences, and the ability to act and represent the Social Principles.
- A strong interest in **Church and Society** topics and a belief that the Church has a role in witnessing for public policy.
- Understanding of and appreciation for the United Methodist Church structure and polity as well as state legislative processes, government norms, structure and regulations in Pennsylvania.
- Flexibility and ability to be a self-directed, action oriented, self-starter.
- Ability to work independently, be entrepreneurial, and create and implement new initiatives.
- Fully able and willing to support the United Methodist mission to provide leadership, connection and resources to make disciples of Jesus Christ for the transformation of the world.
- Regular travel to state capitol is expected; willingness to travel locally, statewide, and further if needed.

Qualifications:

- Bachelor's Degree in theology, political science, public relations/communications or related field is preferred.
- Five (5) year's experience in advocacy and/or social justice work is preferred.
- Strong communication and interpersonal skills; ability to problem-solve, prioritize, plan and implement processes and communications effectively.
- Religious Affiliation: Because this position relates to clergy and churches of the United Methodist Church, and will be administered by the Annual Conferences of its membership, it is desirable that a confirmed United Methodist hold this position. Members of other Christian denominations may also be considered.
- Submission of state and federal clearances as may be required.

Acknowledgement:

In signing this description of the job for which I will be employed, I acknowledge that I have read and received a copy of it. I understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____