

YOUNG ADULT COMMUNITY LIAISON — PART TIME POSITION

Self-Development of People - Division: Compassion, Peace and Justice

The Presbyterian Committee on the Self-Development of People is a ministry of the Presbyterian Church (USA) that demonstrates God's justice and wholeness especially among the economically disadvantaged and oppressed by partnering with them for projects that seek to improve their lives and communities. The National Committee carries out its work by making grants to, and entering into partnerships with, community groups which meet SDOP's criteria for funding. Over the past 40 years due to the compassion and generosity of Presbyterians SDOP has awarded more than \$95 million to communities of economically poor, oppressed, and disadvantaged people in 68 countries — affirming God's concern for people. SDOP's primary funding source is the One Great Hour of Sharing offering, which is collected by the Presbyterian Church (U.S.A.) during the Lenten and Easter seasons. SDOP is a ministry of the Louisville-based church's Presbyterian Mission Agency.

REQUIRED MATERIALS AND INSTRUCTIONS FOR APPLICATION:

Resume: Yes
Cover letter: Yes
Verbal Presentation before Search Committee: Yes

APPLICATION PROCEDURE AND DEADLINE:

- Please email resume and letter of interest to margaret.mwale@pcusa.org with "SDOP Position Application" in the Subject line
- Review of applications will begin immediately
- The successful applicant will be required to attend orientation and two task force meetings in their region
- Applicants must already reside in Baltimore, Detroit or Los Angeles as no relocation expenses will be paid for



REPORTS TO: Associate for Community Relations. The Young Adult Community Liaison will meet biweekly via conference call with the direct supervisor and submit monthly progress reports.

TIME FRAME AND SALARY:

- Position begins 01/2014 and ends 12/2014
- Hours: 19 Hrs per Week / 76 Hrs per Month
- Salary: \$13/Hr

EDUCATION/EXPERIENCE required for the position:

- Knowledge and experience working with low income communities and interest in economic and social justice issues
- Knowledge of issues facing economically poor and oppressed people
- Experience in or understanding of the Presbyterian Church (USA) ethos and structure is desirable

SKILLS & QUALITIES:

- Ability to work independently, set priorities, handle detail and use initiative
- Strong interpersonal, team building, and organizational skills
- Ability to effectively interact with potential applicants, committee members and people of all racial, ethnic and economic backgrounds
- Strong verbal communication skills/public speaking proficiency
- Ability to work independently and manage time effectively
- Ability to organize and coordinate multiple projects
- Ability to collaborate with supervisor and all staff
- Willingness to travel to neighborhoods in all parts of the city and flexible hours with availability to work evenings and weekends for events
- Strong computer skills. Experience with the following types of software and/or Windows based applications is preferred: Microsoft Office Word, PowerPoint and Excel, Internet, e-mail and social media and databases is preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with community groups in the defined area to encourage the development of partnerships
- Assist SDOP in engaging in dialogue with potential partners who have expressed interest in submitting an application to Self-Development of People
- Provide technical assistance to groups seeking guidance to complete applications through coaching sessions (one group coaching session weekly), face to face meetings to address questions, and supportive visits
- Assist SDOP in promoting and conducting Self-Development of People community workshops in region (at least 2 workshops per month)
- Along with the National SDOP Committee and SDOP staff establish and maintain contact with Mid Council Self-Development of People Committees and congregations in the areas of training and interpretation including attending at least one Mid Council SDOP Committee and Presbytery/Synod meeting
- Participate in at least one SDOP National Committee meeting
- Other duties as may be assigned by supervisor



PRESBYTERIAN COMMITTEE ON THE
**Self-Development
of People**

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