



**Position:** Community Coordinator

**Job Description**

**Overview of the Organization:**

Room for All (RfA) is a non-profit organization formed in 2005 to support, educate, and advocate for the full inclusion of lesbian, gay, bisexual, transgender, and queer (LGBTQ) people within the Reformed Church in America (RCA). RfA's goals and objectives are shaped by a working Board of Directors who represent a diversity of sexual identities and gender expressions and who have current or former ties with the RCA; all volunteer their time. Room for All maintains active collegial ties throughout the ecumenical welcoming and affirming program network. Room for All is financially supported by foundations, churches, and individuals, including significant support from members of the Board of Directors.

**Job Summary:**

The Community Coordinator is a full-time position requiring a wide variety of leadership and administrative duties under the direction of the Executive Director and the Board of Directors.

**Reporting Relationships:**

The Community Coordinator is supervised by the Executive Director (ED), who is accountable to the Board of Directors.

**Duties and Essential Job Functions:**

Overall, the Community Coordinator will work with the ED to cultivate, support and expand RfA's network of supporters across the RCA.

- **Communications:** The Community Coordinator will vibrantly present RfA's activities using the full range of communication modes. These may include writing, regular posting on a wide variety of social media, and public speaking. Excellent written and verbal communication skills are essential.
- **Program Coordination:** In consultation with the ED, the Community Coordinator may initiate, organize and/or implement various existing or new programs to further RfA's mission of greater LGBTQ inclusiveness throughout the RCA. These may include Building an Inclusive Church (BIC) workshops and other programs. Ecumenical BIC training will be required.
- **Liaison with Rostered Churches and Regional Groups:** Through its rostered church program, RfA encourages RCA congregations to publicly and formally declare themselves to be welcoming and affirming of people of all sexual identities and gender expressions. The Community Coordinator will maintain supporting relationships with currently rostered

congregations, cultivate new rostered congregations and assist them in their rostering process. The Community Coordinator will fill a similar role with RfA's existing and prospective network of regional groups, including helping them to understand their role as ambassadors for RfA's ministry.

**Other Functions and Responsibilities:**

Other tasks may be assigned to meet time constraints, relieve workloads of the ED and/or members of the Board of Directors.

**Qualifications:**

- A faith-driven/spiritual commitment to, and passion for, LGBTQ inclusion in the life and ministry of the RCA.
- Personal adherence and public consistency with RfA's commitment to graceful engagement with those who do not support its mission.
- Familiarity with the RCA and its theology, polity, and history regarding LGBTQ inclusion.
- Demonstrated ability to lead and inspire.
- Demonstrated excellent verbal and written communication skills.
- Must be organized, self-motivated and able to balance a variety of concurrent tasks.
- Broad knowledge of social media platforms and social networking.
- Ability to travel.
- Experience in movement building and community organizing preferred.
- Experience in non-profit organizations preferred.
- LGBTQ candidates are encouraged to apply.

**Education:**

A bachelor's degree is required.

**Physical Requirements/Work Environment:**

Work may be performed from a home office, and does not require co-location with the Executive Director. However, occasional face-to-face meetings and regular phone or videoconferencing will be required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Community Coordinator will be expected to attend all regularly scheduled in-person or virtual Board meetings. Additional travel is required.

**Salary:**

Commensurate with experience and approved benefit package.

**Non-Discrimination Policy:**

The Corporation shall not discriminate against any person based on race, creed, color, gender, national origin, age, marital status, sexual orientation, disability, genetic disposition or carrier status or religion with respect to employment, membership, use of facilities or programs or appointments as Staff, Directors or Officers.