

**Job Title:** Network Coordinator  
**Job Status:** Non-Exempt  
**Position Reports to:** Executive Director

**Posted Date:** April 26, 2016  
**Part-Time Employee:** 14 Hours/Week  
**Salary Range:** \$12,000 - \$15,000

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**ORGANIZATION SUMMARY:**

The Black Ministerial Alliance of Greater Boston, Inc. (BMA) is a 501(c) (3) not-for-profit corporation whose mission is to provide spiritual nurture to clergy, advocacy, and program services for the larger Black community. Clergy Women United (CWU) is an initiative of the BMA that engages women clergy of Color to address the barriers women face while attempting to answer their call to Christian ministry. CWU engages clergy women to collaboratively build the supports and secure the social, cultural, and spiritual resources needed for them to remain in active and effective ministry.

**JOB DESCRIPTION:**

The Network Coordinator for the CWU will identify and engage ordained or licensed women ministers, as well as those in accredited theological training institutions, to develop and build networks of support to help women of Color remain in ministry, especially in the urban context. She will lead and facilitate this group to identify the key barriers to effective ministry, and help build strategies to surmount these barriers. Creation of a collegial, supportive network is a critical part of this job, as is the creation of strategic outcomes and tools for assessment and evaluation. The Network Coordinator will also be responsible for leadership development, recruitment, and retention.

**DUTIES AND RESPONSIBILITIES:**

1. Work with current CWU members to create meaningful leadership development.
2. Expand the CWU network by outreaching to churches, faith-based organizations, community-based organizations, local seminaries, and local communities.
3. Provide leadership development and training to clergy women so they can effectively serve on teams and committees within the CWU in an effort to effectuate the strategic plan.
4. Serves as a liaison between CWU and BMA.
5. Facilitate and coordinate meetings, events, and retreats necessary to fulfill the mission.
6. Work with BMA fundraising/development and business operations staff to help raise and report on funds for CWU.
7. Develop partnerships with organizations with complimentary mission/goals.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Skill organizing, mobilizing, and developing clergy women leaders;
- Ability to plan, develop, administer, and coordinate multiple projects.
- Knowledge of opportunities and challenges affecting clergy women in Boston.
- Skills in the use of database management, word-processing, spreadsheet, and/or presentation software.
- Experience in working with churches, the faith-based, community-based, and local communities.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information, and prepare reports.
- Ability to analyze and solve problems.
- Effective verbal and written communication skills.
- Moderate comfort level with using social media as a communication tool.
- Skills in working with volunteers.

## **QUALIFICATIONS:**

- 3+ years of proven experience (or equivalent education experience) with grassroots community organizing and coalition work.
- Experience in developing and implementing leadership development and training programs.
- A familiarity and ability to work with Boston's African American churches.
- Capacity to follow-through independently in implementing plans, under the supervision of the BMA's Executive Director.
- Ability to engage the support of individuals and other organizations to assist in implementing the project.
- Ordained, licensed as clergy, or on-track for licensure or ordination

**Candidates should send their resumes to Clergy Women United, c/o Annette Campbell, Executive Assistant, Black Ministerial Alliance, 2010 Columbus Avenue, Roxbury, MA 02119 or to [CWU@bmaboston.org](mailto:CWU@bmaboston.org). EEO Employer. For further information, call 617-445-2737 ext. 130.**