

Job Description

JOB TITLE: Associate Director for Immigrant and Refugee Response

DEPARTMENT: Office of General Minister and President

SUPERVISED BY: Managing Director of Week of Compassion

JOB CLASSIFICATION: Full-Time, Remote, Exempt

SUMMARY:

Week of Compassion is seeking a dynamic and strategic individual for a full-time position as the Associate Director for Immigrant and Refugee Response. This position, reporting to the Managing Director, will develop, coordinate, and implement a domestic refugee ministry. The individual will be responsible for working with local congregations and regional ministers to equip and connect congregations in the Christian Church (Disciples of Christ) to all aspects of refugee and migration assistance. These activities include building partnerships and collaborative commitments with a variety of Disciples and ecumenical partners to establish a sustainable, long-term refugee and immigration response.

JOB DUTIES AND RESPONSIBILITIES:

- Work collaboratively with Week of Compassion staff at points of intersection on refugee and immigration issues.
- Coordinate with related Disciples ministries and bi-lateral ecumenical partners on refugee and immigration work.
- Collaborate with Church World Service's Immigration and Refugee Program, and its resettlement affiliates.
- Strengthen and expand networks of Disciples congregations to engage in refugee, migrant, asylum, farmworker, and immigration ministries.
- Develop and implement plans to increase and sustain Disciples relationships and capacity for refugee resettlement and migration, such as the Arizona Disciples Border Initiative.
- Learn and understand local churches' available resources and gifts, and connect them with appropriate denominational, ecumenical, and refugee resettlement agencies.
- Work closely with Week of Compassion communications staff to develop resources and tool kits for congregational engagement around refugee and displacement issues.
- Facilitate regular communications with local churches, connecting them with Church World Service and other ecumenical and interfaith partners and resettlement agencies.
- Interpret the Christian Church's (Disciples of Christ) refugee work across its various settings, strengthen its voice, and increase engagement through various speaking engagements and denominational gatherings.
- Strengthen programmatic relationships with partners, especially with Church World Service offices and staff related to the work of refugees and displacement.

- Fully understand and keep current on the changing refugee policies and advocacy issues.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS: The qualifications listed below are representative of knowledge, skills and abilities desired to perform successfully in this position:

- A master's degree in a related field, or a combination of education and demonstrated work experience.
- Knowledge and experience working with refugees and displacement, with an understanding of the issues and methodologies for creating systemic change.
- Demonstrated intercultural competencies with ability to work in diverse racial, ethnic, cultural and religious settings.
- Familiarity with the Christian Church (Disciples of Christ), its polity and values.
- Detail-oriented, organized, self-motivated.
- Excellent time management skills with a proven ability to meet multiple deadlines.
- Able to work alone and with a team in various settings.
- Strong analytical and problem-solving skills.
- Excellent communication skills, written and verbal.
- Exceptional customer service and follow-through skills, including an enthusiasm for building new and existing relationships.
- Able to manage multiple projects simultaneously.
- Ability to travel.
- Bilingual, preferred.

All the duties and standards of this position will be performed according to established policies, procedures and guidelines within the Office of the General Minister and President and the wider church.

This job description is not intended to be a complete list of all duties and responsibilities required for the position and is subject to review and change at any time in accordance with the needs and priorities of the ministry. The duties for a specific position with this title will be defined and assigned by the immediate supervisor.

This position may be remote.

COMPENSATION: The salary is commensurate with experience.

APPLICATIONS: Applications will be received through October 25, 2024, and should include a letter of intent, resume, and at least three references. Please send applications to info@weekofcompassion.org.

For questions, please make sure to read the job description closely and if there are additional questions regarding this position, please direct them to Rev. Alexis Vaughan at Alexis@weekofcompassion.org.

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