

JOB DESCRIPTION

Job Title:	CLGS Asian American Pacific Islander Roundtable Coordinator		
Job Location:	Open	Classification:	
		FLSA Status:	
Reports to:	Bernard Schlager, CLGS Executive Director	Travel Required	TBD
Job Title(s) Supervised:	Volunteers	Date of Description:	20 February 2025

JOB SUMMARY

The Coordinator provides theological expertise as well as programmatic and convening support to the CLGS Asian American Pacific Islander Roundtable by coordinating programs and events of the Roundtable; facilitating community-building; and creating resources for Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) persons from AAPI backgrounds.

JOB DESCRIPTION

ESSENTIAL FUNCTIONS:

- Take the lead in the development and implementation of Roundtable events, programming, and community-building work, including the expansion of this work to Pacific School of Religion’s online *Kwaray* platform;
- Publicly represent the Asian American Pacific Islander Roundtable in national and local settings;
- Provide theological expertise to support the work of the Roundtable;
- Maintain regular communication with current constituents and expand the networks of the Roundtable in collaboration with individuals and organizations around the country;
- Oversee the development of curricula and other resources in various media for use by AAPI religious communities, religious leaders, and laity;
- Participate in CLGS staff meetings and work collaboratively with other Roundtables to advance CLGS’ mission;
- Maintain and expand the Roundtable’s social media presence and contribute to CLGS’ overall social media efforts; and
- Assist in fundraising for the Roundtable.

GENERAL ACCOUNTABILITIES:

Functional Area (approximate % of effort): Networking with constituencies (50%)

Functional Area (approximate % of effort): Creation and management of resources and events (50%)

REQUIRED JOB QUALIFICATIONS

Education and Experience Requirement(s):

- Masters or Doctorate degree in AAPI studies; AAPI education; religious studies; and/or AAPI spiritual/religious leadership; and
- Minimum two years of teaching and/or religious leadership; and a minimum of two years of experience in community organizing.

Certifications & Licenses:

- N/A

Knowledge, Skills, and Abilities:

- Demonstrated organizational skills;
- Ability to manage multiple projects and priorities and give careful attention to detail;
- Strong interpersonal and verbal communication skills;
- Adept at working collaboratively, collegially, and flexibly in a team environment;
- Ability to work in a multi-cultural and diverse environment;
- Proven ability to relate to AAPI religious communities within the United States;
- Familiarity and experience with LGBTQ issues in AAPI contexts; ability to work closely and congenially with the Roundtable's various constituents;
- Proficiency in planning and carrying out online programming, social media platforms, and use of personal computers; and
- Supervisory experience.

Competencies:

- Judgment/Decision Making - Ability to prioritize own work and to perform under time constraints to meet deadlines. Ability to maintain confidentiality;
- Social Skills - Ability to relate collegially, cooperatively, and effectively with Roundtable participants, staff, volunteers, donors, and others;
- Planning - Ability to manage multiple projects and deadlines with efficiency;
- Analysis - Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Reading/Writing - Strong skills in reading and writing; and
- Online Platforms – Strong skills in creating, posting, and managing items on various online media platforms such as Facebook, YouTube, Instagram, Twitter, WordPress, etc.

Physical Requirements:

- Hours of work - generally 5 hours per week. Evening and weekend work will be required in order to accomplish tasks;
- Vision - close vision and ability to adjust focus for word processing;
- Hearing - ability to hear verbal communications and to carry on telephone conversations;
- Clear Speech - ability to communicate clearly to others is an essential part of job function; spend more than 2/3 time speaking;
- Lifting/Carrying - occasional lifting and carrying of files and printed material up to 15 pounds;
- Pushing/Pulling - ability to push/pull desk and filing cabinet drawers;
- Sitting - ability to sit for long periods during meetings and at computer;
- Reaching - ability to reach above shoulder, below shoulder and at arms' length; and
- Manual Dexterity – ability to use hands and fingers to manipulate a computer keyboard and paperwork/files.

Hours per week: 5-6 hours per week
Date job is to begin: 15 May 2025
Hourly rate: \$35.00
Preferred workdays: Negotiable

CERTIFICATION

I certify that I have read, understand, and meet the functions and requirements as described in this job description.

Acknowledged by Employee:		Date:	
Reviewed by HR:		Date:	
Reviewed by Manager:		Date:	

TO APPLY FOR THIS POSITION:

- Send a cover letter, resume, and the names (including titles and email addresses) of 3 references to Bernie Schlager at: bschlager@clgs.org
- Please do NOT call us about this position.

21 February 2025