



THE ETHICS & RELIGIOUS
LIBERTY COMMISSION
OF THE SOUTHERN BAPTIST CONVENTION

Job Title: Team Coordinator

Job Summary: This position provides operational, logistical, clerical, and project-management support to the ERLC's public policy team. This position participates in a variety of key projects to the overall mission of the ERLC including event planning, content development, and administrative support. This position is located in the ERLC's Washington, D.C., office and reports to the Director of Public Policy. This position is part-time with a flexible schedule of roughly 15-20 hours/week.

Primary Responsibilities:

- **Operational support (50%)**
 - Provide operational support to maintain the day to day functioning of the Washington, D.C. office.
 - This includes responding to email, managing calendars, organizing shared drive, overseeing building maintenance, and assisting the Director of Public Policy.
- **Project-management support (30%)**
 - Provide project-management support to execute major projects
 - Tasks include implementing plans for projects and key events, preparing for visits from colleagues, researching for projects, and supporting content production of the team
- **Logistical support (15%)**
 - Provide logistical support to achieve the team's strategic priorities
 - Tasks include booking travel, event catering, and managing credit card and expenses
- **Clerical support (5%)**
 - Provide clerical support to execute key needs for the office. Tasks include handling mail and printing, managing subscriptions, and ordering supplies. (5%)

Job Qualifications

- **Education & Training** - High school diploma required; Bachelor's degree or degree in progress preferred
- **Skills & Traits** -
 - Proficiency in Google Suite and Microsoft Suite
 - Organized and detail-oriented approach to work
 - Self-starter who has the ability to anticipate needs
 - Desire to contribute to the overall mission of the organization

ERLC Employee Profile

- **Theological:** It is essential that all ERLC staff have accepted Jesus Christ as Lord and Savior, have a strong commitment to the Southern Baptist Convention, including faithful membership in a Southern Baptist church, and positively affirm the current Baptist Faith and Message, ministering from the perspective of its doctrinal foundations and theological tenets. Each employee is expected to be able to articulate and defend this commitment to the degree appropriate for their level of responsibility and function within the organization.
- **Denominational familiarity:** In addition to having a strong commitment to the Southern Baptist Convention, it is very helpful for ERLC staff to have a strong familiarity with SBC denominational life, including the history of the SBC as well as the inner workings and dynamics of the Convention. This is especially important for staff members who have direct interaction with our SBC constituency.
- **Ethics and integrity:** Because it is the policy of the ERLC that all staff represent the entity to the public and perform roles central to its spiritual objectives, the ERLC expects all staff to conduct themselves in a manner consistent with the beliefs and convictions of the ERLC in both their professional and personal lives with an utmost interest in the ethical integrity of the organization as a whole and public perception.
- **Communications ability:** It is important that ERLC staff are able to communicate both clearly and concisely through verbal and written forms with other staff as well as external constituents and partners.