



# GENERAL COMMISSION ON RELIGION AND RACE

of The United Methodist Church

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## **Position Opening: Program Associate**

The General Commission on Religion and Race (GCORR) of the United Methodist Church is an agency within the denomination responsible for ensuring racial equity, diversity and cultural competency at every level of the church. GCORR provides an opportunity to work with talented individuals in support of a mission. We are a dynamic, evolving organization that values a strong work ethic, strategic thinking, teamwork, and mutual respect.

### **Position Overview:**

Reporting directly to the Team Leader for Organizational Accountability and Administration the Program Associate will work in partnership with GCORR leadership to manage projects and programs of the commission.

The Program Associate must commit to keep abreast of GCORR's mission, vision and progress as well as a functional knowledge of the structure and polity of The United Methodist Church.

The ideal candidate must be exceptionally well organized, detail oriented, motivated, resourceful, decisive, flexible, and adaptable to the challenges of maintaining and supporting an office visited by diverse peoples, and collaborating with a variety of networks and alliances. The candidate must demonstrate awareness, sensitivity and willingness to work with peoples of varied cultures.

This staff person is expected to be productive, both under conditions of being alone or in collaboration with others through team-approach in the work setting.

### **Responsibilities:**

The Program Associate will work with organizational leadership to development and implement key aspects of programmatic and administrative work.

### **Program and Project Support:**

- Provide detailed project management of GCORR's presence at General Conference
- Provide project management of GCORR learning labs
- Project and administrative management of grant programs

**Administrative Support:**

- Provide high level of administrative support to senior staff
- Develop and type correspondence with an expert-level proficiency.
- Coordinates logistics for programmatic and denominational events
- Reviews and updates forms
- Database management
- Other duties as assigned

**Minimum Qualifications:**

- Excellent communication skills; Self-aware and motivated
- Attention to details; Highly organized
- Ability to work in a team environment
- Experience with database and project management software helpful
- A Bachelors Degree or equivalent work experience
- 5 years experience in project management support

**Compensation:**

Annual salary of \$55,000 pension benefits, 10 days of paid vacation sick leave, comprehensive medical, dental and accidental death insurance; other benefits as outlined in the Employee Personnel Manual. This is a full-time non exempt position with 5% travel. The position is located in Washington, DC – paid relocation assistance is negotiable.

**Hiring Policy:**

The General Commission on Religion and Race is an equal opportunity employer and considers applicants for all positions without regard to race, color, age, gender, national origin, disability, sexual orientation or any other legally protected status. Denominational membership is not required.

**To Apply:**

Send a cover letter, resume and writing sample with your thoughts about the commissions' values and vision ([www.gcorr.org](http://www.gcorr.org)).

The interview team will review incoming resumes on the 15<sup>th</sup> of each month to seek out candidates to interview. Incomplete applicant information will not be considered.

The position will be open until filled.

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