

## **ELCA Position Description**

*PERSONNEL POLICIES STATEMENT: In all of the services both within the churchwide organization and in the fulfillment of this church's mission in the world, the employees of the Evangelical Lutheran Church in America shall carry out the duties to which they are assigned in faithfulness to the faith and mission of the ELCA.*

TITLE: Director for American Indian and Alaska Native Ministries

GRADE: 17

EXEMPT

REPORTS TO: *Executive Director*

UNIT: Multicultural Ministries

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### POSITION SUMMARY

This person is one of four ethnic ministry directors on staff in the Multicultural Ministries program unit. The incumbent in this position provides advice, counsel and services to the ELCA in assessing and responding to the needs and opportunities for American Indian and Alaska Native ministry; reviews and monitors ELCA program directions; and works with other churchwide units in developing American Indian and Alaska policies, programs, projects, and resources. This position is also responsible for developing partnerships with other churchwide units, synods, congregations, and ELCA institutions in order to respond effectively to the needs of the American Indian and Alaska Native community in this church and developing and maintaining relationships with ELCA American Indian and Alaska Native rostered persons, lay leaders, and community.

This position is one of eight executive staff positions reporting to the executive director.

### PRINCIPAL ACCOUNTABILITIES

1. Provides advice, counsel, and service to churchwide units, synods, and congregations in matters concerning American Indian and Alaska Native ministries.
2. Monitors the implementation of the American Indian and Alaska Native Strategy in churchwide units and synods.
3. Provides and assists in the development of support programs for American Indian and Alaska Native rostered and lay leaders who serve churchwide units, synods, congregations, and institutions and advocate on their behalf.
4. Serves as a resource to the ELCA for data and information on the American Indian and Alaska Native community and ELCA American Indian and Alaska Native rostered persons, lay leaders, congregations, ministry programs, and resources.

5. Develops a network of advisors through this church to gather advice and information, and to identify subjects and issues for study in the American Indian and Alaska Native community.
6. Develops a American Indian and Alaska Native ministry's annual plan of activities in consultation with the American Indian and Alaska Native Association Executive Council.
7. Develops and updates an American Indian and Alaska Native ministries data bank.
8. Monitors along with other Multicultural Ministries staff the implementation of the unit's Strategic Ministry Plan.
9. Manage projects as assigned by the executive director.

QUALIFICATIONS:

1. Excellent administrative skills, considerable experience in program planning and development.
2. Well developed interpersonal and relational skills.
3. Considerable knowledge of and sensitivity for multicultural and American Indian and Alaska Native issues, concerns, and needs.
4. Knowledge of the ELCA, its structure, purpose, and goals.
5. Ability to perform as a liaison between the American Indian and Alaska Native community and the churchwide organization and synods.
6. Demonstrated ability to work effectively on teams and committees.
7. Good communication and writing skills in English.
8. Ability to travel.

Updated January 2010  
Exempt