

# ELCA

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Evangelical Lutheran Church in America  
8765 West Higgins Road, Chicago, IL 60631

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## JOB DESCRIPTION

**Tentative Title:** Young Adult Network and Program Specialist

**Supervisor Name:** Program Director for Young Adults in Global Mission

**Unit:** Global Mission

### Job Context Information

The Global Mission unit is responsible for the ELCA's mission outside the United States, and serves as the channel through which churches in other countries engage in mission to our church.

### Job Purpose:

This position is responsible for assisting the Global Mission unit in expanding and deepening the engagement and impact of the Young Adults in Global Mission (YAGM) program on its volunteers, on the ELCA, and on the wider society.

## ELCA Job Description Questionnaire

### Job Responsibilities.

#### % of Time

30%	1. Develop an active, dynamic YAGM alumni network. This work will include, but is not limited to: developing and implementing strategies for gathering YAGM alumni regionally; creating a YAGM alumni web page; utilizing social media tools for outreach and community-building; designing and proposing content for a quarterly YAGM newsletter.
25%	2. Collaborate with the YAGM Program Director in YAGM candidate application review, phone interviewing, and candidate pre-selection each winter quarter.
25%	3. Assist with YAGM U.S.-based discernment, orientation, and re-entry events.
5%	4. Collaborate with the YAGM Program Director and with the fall Global Mission Recruiter team in developing recruitment strategies, networking, and visits.
5%	5. Serve as a liaison to other churchwide units and teams, working to link YAGM alumni and other young adult networks within the ELCA.
5-10%	6. Performs other duties as required

### Required Skills

1. Strong commitment to, and understanding of, the ELCA and its ministries, especially in the global context.
2. Exceptional verbal and written communication skills, as this position will have high-level contact with various ELCA constituencies.
3. Creativity, self-motivation, sense of humor, and the ability to work in team settings.
4. Experience with small group facilitation.
5. Strong organizational skills.

**List required certifications or licenses:**

## ELCA Job Description Questionnaire

B.A. or B.S. and international experience preferred. Young Adults in Global Mission alumni are strongly encouraged to apply.

### **Physical Requirements**

#### **Travel.**

Overnight domestic travel, by air and by car, will be required, up to approximately 40 days per calendar year. The incumbent must be comfortable driving an automobile in urban settings.

#### **Physical Effort.**

Normal office activities, moderate to heavy lifting in support of domestic YAGM events.