



# Baltimore-Washington Conference

The United Methodist Church

## JOB POSTING

<b>JOB TITLE:</b>	Coordinator of Accessibility and Inclusivity Program
<b>REPORTS TO:</b>	Director of Connectional Ministries
<b>LOCATION:</b>	Fulton, MD
<b>CLASSIFICATION:</b>	Full-time, Exempt
<b>SALARY:</b>	\$60,000 - \$70,000 with benefits
<b>DATE:</b>	June 2021

The Accessibility and Inclusivity Program Coordinator (AIPC) supports the diversity and inclusion goals of the Baltimore-Washington Conference and is the organization's advocate, internally and externally, for ensuring our churches are practicing inclusion, diversity, equity, and antiracism (IDEA). The AIPC will assess and evaluate all ministries related to IDEA throughout the Baltimore-Washington Conference, will conduct training in IDEA practices, and track results. This individual is also responsible for creating and maintaining relationships within episcopal area boundaries with state and local agencies, advocates, congregations, and schools, with the intent to build a pipeline of candidates for the AI program. The AI program ensures that persons with varied abilities (PWVAs) are included in all areas of the church and have training opportunities to reach ministry outcomes. These efforts will focus on increasing participation of PWVA within our congregations, boards and agencies, caucuses, and committees; and creating awareness of the organization's diversity and inclusion initiatives to internal and external BWC members.

### ESSENTIAL FUNCTIONS:

- Develops and supports a conference-wide strategy that makes possible complete accessibility for and inclusion of all persons within local congregations and across the connection with representatives of Deaf Ministries, DeafBlind, Hard of Hearing, Hearing, Racial-Ethnic Caucuses, \* Disabilities Ministries, and Gender Equality Team. \*
  - Works with AI leaders in specialized ministries (to include Deaf, DeafBlind, Hard of Hearing, Blind, Disabilities Ministries) pertaining to ministry effectiveness. This includes our Deaf and DeafBlind Camp staff.
  - Ensures that there are vital ministries across our BWC connection that provide greater access and inclusivity of all persons across varied levels of ability.
  - Builds bridges between Deaf, Deaf-Blind, Hard of Hearing and Hearing members to maximize ministry and complete the gospel ministry.
- Consults with local churches to identify and explore workplace/congregation accessibility accommodations. In collaboration with the Commission on Disabilities,

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- Review accessibility audits from church conference forms local churches and develops a plan for support based upon those. Monitors physical access to the church facilities and functions and makes recommendations that will help to make the church fully accessible to people with varied abilities.
- Provides education to church leaders concerning mental, emotional, and physical disabilities and the people they affect.
- Assists in the process of assimilating people with disabilities into the active life of the church.
- Prepares and conducts surveys to identify the needs of disabled people in the church and community.
- Develops, coordinates, and maintains vital programs to meet the spiritual needs of disabled members.
- Serves as the BWC ambassador and advocate for individuals with varied abilities. This would include both presentations, tracking legislation and being a point of contact as needed.
- Arranges interpreters for conference-wide events as needed and ensures that all conference-wide events are accessible regarding language, ability, and other needs.
- Maintains list of consultants/resources for HR and operations partners in relation to employment of people with disabilities (accommodation requests, performance issues, job aids).

## **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree and at least 5 years of experience in working with people with disabilities is required.
- Master's Degree and at least 2-years of experience in working with people with disabilities is preferred.
- Proficient in American Sign Language (ASL) is required.
- Experience in developing ways of accomplishing goals with little or no supervision, depending on oneself to complete objectives and determine when escalation of issues is necessary.
- Experience developing and delivering training/development to various audience levels and skill sets.
- Excellent time management skills such as prioritizing/organizing, and tracking details and meeting deadlines of multiple projects with varying completion dates.
- Intermediate skills in Microsoft Excel, PowerPoint, and Microsoft Word
- At least 2-years of experience in indirect management of staff and volunteers, including assisting in the development, training, and assignment of work/projects to other members of the team
- Experience in assessing and evaluating skills against job functions and/or established procedures.
- Experience in diagnosing, isolating, and resolving complex issues and recommending and implementing strategies to resolve problems or challenges through job accommodation(s).

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## **POSITION REQUIREMENTS:**

- Able to live and work within the Annual Conference.
- Able to travel to a variety of locations within the Baltimore-Washington Conference for training and events.
- Able to successfully perform the essential functions of this job.
- United Methodist Church membership preferred.

## **Application procedure:**

To apply for this position, send a resume and cover letter outlining how you meet the specific requirements of the position to [ftago@bwcumc.org](mailto:ftago@bwcumc.org)

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Baltimore-Washington Conference is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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