

Evangelical Lutheran Coalition for Mission in Appalachia (ELCMA)

**Position Description**  
**COORDINATOR**

The Coordinator of the Evangelical Lutheran Coalition for Mission in Appalachia (ELCMA) is responsible to the Coalition Council for the implementation of ministries and policies established by the assembly and/or Council, and for supervision of any additional staff. It is imperative that the coordinator is a member of an ELCA congregation in good standing. It is equally important that the coordinator locate the ELCMA office in the Appalachian territory. In exercising these responsibilities, the Coordinator will:

1. Organize and coordinate in cooperation, **with the Admin Asst**, the annual Appalachian Assembly of ELCMA **and the Annual Advocacy Summit**
2. Maintain connections and nurture the network which will require extensive travel
3. Produce and distribute written and electronic communications among those involved in ministry in Appalachia (Elcmanews, Appalbites, Prayer Invitations, etc.)
4. Coordinate Evangelical Lutheran Church in America (ELCA) participation with ecumenical groups including Episcopal Appalachian Ministry, Catholic Committee on Appalachia, Coalition for Appalachian Ministry, and others as appropriate
5. Work to connect ELCA congregations, synods and churchwide units with local community development groups. Serve as the pipeline for Lutheran grants, technical assistance and mission partners in communities where there is no mainline denominational presence
6. Seek relationships with the people of the Appalachian Region through direct involvement while listening and learning about Appalachia, its history, people, projects and grassroots ministries
7. Identify people with leadership gifts and provide for their training and growth including but not limited to members of the ELCMA network, church and community
8. Coordinate the ministry of each standing committee and task group, including oversight of the development and expenditures of funds for ELCMA
9. Oversee projects and programs as they develop
10. Direct regional immersions for groups interested in learning more about Appalachia
11. Oversee the administrative/clerical work of the ELCMA office
12. Accept other assignments as deemed appropriate by the ELCMA Council.

Accountability: “The Coordinator is accountable to the ELCMA Council. Oversight and support is provided by the Executive Committee.

Qualifications: Practical skills in organizational and fiscal management including planning; networking; good oral and written communication skills; ability to travel extensively; one who embraces and understands Appalachia; member in good standing in an ELCA congregation.