

Baltimore-Washington Conference

The United Methodist Church

JOB POSTING

JOB TITLE: Justice Ministries Coordinator

REPORTS TO: Executive Minister of Beloved Community

LOCATION: Fulton, MD

CLASSIFICATION: Full-time, Exempt

SALARY RANGE: \$56,000 - \$66,000

POSTING: June 2025

Position Objectives:

The Justice Ministries Coordinator advances the mission of the Baltimore-Washington Conference (BWC) of The United Methodist Church by equipping churches, ministry teams, and communities to live into God's vision of justice, equity, and inclusion.

In partnership with the Executive Minister of Beloved Community (EMBC) and the Advocacy and Action Board, the Coordinator develops, supports, and helps implement ministry teams and initiatives aligned with BWC's strategic priorities. The Coordinator also builds relationships with internal and external partners across the BWC, neighboring conferences, and the broader United Methodist connection.

This position plays a vital role in advancing the BWC's commitment to becoming an anti-racist, inclusive, and compassionate conference, rooted in the United Methodist Social Principles.

Key Accountabilities

Advocacy and Action Board Support

- Collaborate with team leaders and board chair to plan and coordinate meetings, events, and initiatives.
- Prepare agendas, meeting notes, communications, and training resources.
- Maintain accurate documentation, including team rosters, outcomes, and activity records.
- Recruit, coach, and support volunteer leaders in goal setting and leadership development

- Ensure timely communication and reporting; manage website updates and maintain database records.

Project Management – *We Rise United* and *United to Love*

- Coordinate implementation of assigned aspects of justice initiatives with clear timelines and deliverables.
- Onboard and support new leaders and volunteers.
- Provide regular progress updates and quarterly reports.
- Troubleshoot project challenges and adjust plans to meet goals and deadlines.

Support to the Executive Minister of Beloved Community

- Draft reports, templates, resources, and policy statements.
- Coordinate timely responses to local, state, and national justice issues.
- Help organize public witness events (e.g., vigils, marches, webinars).
- Assist with donor engagement, grant impact tracking, and accountability documentation.
- Schedule and coordinate Intercultural Development Inventory (IDI) assessments and debriefs.
- Perform additional duties as assigned.

Qualifications and Experience

- Bachelor's degree in Political Science, Theology, Nonprofit Management, Public Administration, or a related field.
- 3–5 years of experience in social justice ministry, advocacy, nonprofit leadership, or organizing.
- Proven ability to manage projects and work independently while fostering collaboration.
- Experience recruiting, training, and supporting volunteers.
- Strong interpersonal and communication skills, particularly across diverse cultural contexts.
- Skilled in training development and facilitation.

- Proficiency with Microsoft Office, Google Workspace, Basecamp (or similar project tools), and Action Network (or similar platforms).
- Familiarity with web editing and social media communications.
- Deep personal commitment to justice, equity, and the mission of The United Methodist Church.

Requirements

- Must reside within the bounds of the Baltimore-Washington Conference.
- Ability to travel throughout the Conference as needed.
- Flexibility for occasional early mornings, evenings, and weekends.
- Ability to work in a hybrid environment: in-office (Tues–Thurs), remote (Mon/Fri), and in-person events.

Core Competencies

- Cultural Humility & Responsiveness
- Theological Reflection & Social Engagement
- Collaborative & Adaptive Leadership
- Project Management & Strategic Planning
- Advocacy & Public Witness
- Equity-Centered Innovation

Commitment to United Methodist Social Principles

This role reflects and promotes the United Methodist Church's Social Principles, including:

- The sacred worth and dignity of every person
- Racial, economic, and social justice
- Environmental stewardship
- Peace, reconciliation, and restorative justice
- Civic engagement and the common good

Working Conditions

- Hybrid work environment with scheduled in-office presence and Conference travel.
- Evening and weekend hours are occasionally required for meetings, events and public witness. (2-3 times per month)

Application procedure:

To apply for this position, send a resume and cover letter outlining how you meet the specific requirements of the position to HR-BenefitsOffice@pdcabc.org. Applications will be reviewed weekly until the right candidate is identified.

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

Baltimore-Washington Conference is committed to creating a diverse environment and is proud to be 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.