

*Position Opening*

**Program Manager  
Environmental Sustainability**

*Office of the General Secretary*

**About the Organization**

Global Ministries connects The United Methodist Church, its people and congregations to partner with others engaged in God’s global work, which takes place in a variety of settings, countries and cultures. Global Ministries works through missionaries and partners in more than 60 countries around the world. Some of our key programs are in the areas of Disaster Response through United Methodist Committee on Relief (UMCOR), Global Health, Hunger & Poverty, Water & Sanitation, Education, Migration, Racial & Ethnic Ministries, Environmental Sustainability, and Mission, Evangelism & Church Growth.

**About the Environmental Sustainability Program**

The goal of the Global Ministries Environmental Sustainability program is to alleviate suffering by fostering the integration of environmental sustainability into every aspect of ministry through environment-focused projects, tools, and leadership development. The program supports Global Ministries’ work of equipping, strengthening and transforming people and communities for God’s mission around the world. Over the last five years, the program has set a strong foundation for ambitious action, leading sustainability initiatives within Global Ministries, in collaboration with other United Methodist agencies, and in support of churches and ministries throughout The United Methodist Church. The program strengthens, develops, and renews congregations and communities through the Global Ministries EarthKeepers training, the Global Ministries Creation Care Network, supporting US-based congregations with resources on energy efficiency, and through offering consultation, workshops, sermons, and other resources for a variety of United Methodist partners.

**Summary of Responsibilities**

Under the direction of the Senior Technical Advisor, the Environmental Sustainability (ES) Program Manager, supports United Methodist individuals, churches and conferences in ministries that promote sound environmental stewardship with a lens of justice and equity. The program manager will need to take initiative, use effective communication skills, and demonstrate analytical thinking and problem-solving skills.

**Necessary Skills**

Capacity to Work at the Intersection of Scripture, United Methodist Social Principles, Sustainability, Environmental Justice, and Anti-Racism.	Ability to Identify Strategic Opportunities
	Creative Problem-Solving
Foundational Knowledge of Environmental Sustainability and Climate Change	Data Management
	Writing
Effective Communication of Purpose (Storytelling, Statistics, Data Visualization, Personal Reflection Questions)	Event/Training Planning
	Public Speaking and Teaching
	Interpersonal and Team Collaboration

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Global Ministries is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. This position description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and may be revised to meet the changing needs of Global Ministries at the sole discretion of management.

### **The Ideal Candidate**

The ideal candidate will possess a demonstrable understanding of and commitment to anti-racism, equity and justice. They will have a current, working knowledge of climate change and environmental issues and internal motivation to stay current on new information. They will be prepared to recognize and respond to differentiated needs of diverse constituents. They will be well-equipped to organize and execute training, build a network, and resource groups with practical skills. They will be able to share concrete examples of ways in which they have set goals and achieved outcomes in their environmental work. They will bring curiosity and humility to their work, ready to receive wisdom from new sources and respectful of the many communities and institutions with which they will engage.

### **Essential Job Functions**

Manage Global Ministries EarthKeepers training including, promotion, recruitment, admission process, follow-up engagement and support. May also include coaching EarthKeepers during training

- Develop opportunities for commissioned EarthKeepers to connect and support one another.
- Manage EarthKeepers grant program.
- Provide resources and programming to support local churches, conferences. This includes sharing information, events, and resources via the Global Ministries Creation Care Network; planning, promoting, and hosting quarterly energy efficiency webinars; provide consultations to constituents, denominational partners, and interfaith partners upon request; writing articles/blog posts as invited; attending meetings and events representing ES as needed; offering topical presentations and webinars, cultivating strategies/programming to support Environmental Sustainability ministries with Black, Indigenous, and people of color (BIPOC).
- Support programming local to Global Ministries' Atlanta, GA Office (i.e., waste management training, community garden, creation care ministries, solar campaign and other special projects and initiatives).
- Maintain and update Global Ministries Creation Care Network.
- Support agency greenhouse gas emissions tracking.

### **Major Accountabilities**

- Ensure successful EarthKeepers trainings and programs.
- Manage grants according to Global Ministries/UMCOR grantmaking procedures, working congenially with other units (Finance, M&E).
- Provide Global Ministries programming, resources and support to individuals, churches and conferences engaging in creation care/environmental sustainability ministries.
- Ensure appropriately differentiated programming, resources, and support for diverse constituencies, with particular attention to the wants and needs of BIPOC constituents.

### **Education and Experience Requirements**

- Bachelor's degree; Master's degree welcome
- 5+ years professional or significant volunteer experience in faith-based environmental ministry
- 5+ years professional or significant volunteer experience planning, managing and hosting both in-person and virtual events, including multi-day events.
- Community organizing experience preferred.
- Theological education or study preferred.

### **Other Specialized Knowledge, Skills and Abilities**

- Anti-racism training or equivalent experience.
- Ability to effectively communicate with diverse stakeholders including ecumenical, technical, and community-based audiences.
- Clear understanding of The United Methodist Church structure and familiarity with the Book of Discipline and Book of Resolutions.

- Understand how to take tackle problems independently and seek out new responsibilities, generate new ideas and practice self-development.
- Understanding of basic science explaining climate change.
- Understanding of eco-theology.
- Awareness of common sustainability efforts in United Methodist churches.
- Excellent written and verbal communication skills.
- Competency and ease navigating online tools including MS Office, online learning platforms such as Teachable, online meeting platforms such as Zoom, online networking platforms such as Hivebrite.

#### **Work Hours and Conditions**

- *FLSA Status: F/T Salaried Exempt*
- *Location: Remote*
- *Hours: 9:00am – 5:00pm (Monday – Friday with flexible start/end time) - Evening and weekend meetings as necessary*
- *May require travel to training, meeting and event sites*

#### **To Apply**

- If you are interested in being considered for the *Environmental Sustainability Program Manager*, position, please [[click here](#)] and submit a cover letter and resume through the applicant portal by **June 30, 2022**.
- All applicants are **required to digitally sign** the employment application. Applications must highlight competencies against requirements, potential start date and at least three references (2 supervisory references and 1 professional reference).
- We are looking to fill the position as soon as possible, so don't wait to apply! We will review applications as they are submitted.
- No outside Firm/Agency calls.
- Global Ministries offers a competitive benefits package to include medical, dental, vision, retirement plan, HSA/FSA, and other health and welfare benefits.
- Please [click here](#) to apply.