

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	PARL Associate Director	Type Of Position:	Hours Per Week <u> N/A </u>
Location:	302 Research Dr., Norcross, GA 30092	Full Time <u> X </u>	
Department:	PARL Department	Part Time <u> </u>	Exempt <u> X </u>
Reports To:	Departmental Director	Intern <u> </u>	Nonexempt <u> </u>

POSITION SUMMARY:

The associate director works in conjunction with the departmental director to share the common goals of the department. The department oversees the religious liberty work of the church in defending, preserving and expanding religious freedom within our territory. The associate director assists the director by helping to build and maintain a positive relation with the public and private sectors of society to promote good citizenship and sound public policy. This includes assisting church members with Sabbath accommodation problems in the workplace.

- SCOPE OF RESPONSIBILITY:**
- Assist church members in resolving problems relating to religious liberty issues.
 - Monitor state legislative actions and work with the departmental director to clarify the church’s position on issues dealing with religious freedom.
 - Assist the director in mobilizing the clergy and laity to speak out on serious religious liberty issues.
 - Provide training to church congregations on religious liberty issues. This includes being able to deliver public addresses/sermons and seminar presentations in a clear and focused manner.
 - Write articles for publication that relate to PARL issues.
 - Work with the Government Liaison Representatives (GLR) program to provide training and assistance at the state level.
 - Other responsibilities as assigned by the director.

- RECOMMENDED EDUCATION/EXPERIENCE:**
- Bachelor’s degree or higher in either legal or ministerial/pastoral studies is required.
 - Experience in Religious Liberty work and/or labor law is required.
 - Working knowledge of Title VII, EEOC, unemployment, mediation, conciliation, and litigation is recommended.
 - Two to three years working with accommodation cases and legislative advocacy.

KNOWLEDGE AND SKILL:

Well-developed knowledge of principles, policies, and beliefs of the Southern Union Conference and the Seventh-day Adventist Church. Adaptable and able to evaluate priorities quickly.

- This position requires strong organizational skills, as you must be able to meet all Federal and State deadlines in handling religious liberty cases.
- Public speaking and excellent writing skills are a requirement.
- Individual should have pastoral and/or legal training with understanding of the church organization and policies.
- Must be able to work with and keep up-to-date with current technology.
- Must be willing and able to travel extensively and with a flexible schedule

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in English language. Must be able to effectively communicate both orally and in writing.