

# SOUTHERN UNION CONFERENCE

## Job Description



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

### POSITION SUMMARY:

The director is responsible for overseeing and administrating the work of PARL in the Southern Union. He/she works in conjunction with the associate 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 director is responsible for building and maintaining a positive relation with the public and private sectors of society to promote good citizenship and sound public policy.

### SCOPE OF RESPONSIBILITY:

- Oversees all areas of responsibility within the department. Assignments and duties may change daily, depending on issues at hand.
- Assists church members in resolving problems relating to religious liberty issues, this may include assisting in unemployment hearings as well as mediated settlements, when necessary.
- Monitors state legislative actions and evaluates issues in order to clarify the church's position on issues dealing with religious freedom.
- Mobilizes the clergy and laity to speak out on serious religious liberty issues.
- Provides 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.
- Writes articles for publication that relate to PARL issues.
- Oversees various media outlets for disseminating information to members, including but not limited to, website and newsletter.
- Works with the Government Liaison Representatives program in the southern union, in providing training and assistance at the state level.
- Oversees all aspects of the religious liberty offering campaign, including management of offerings and Liberty Magazine subscription lists.
- Meets the needs of the public affairs work for the Southern Union Conference.
- Other responsibilities as assigned by the President.

### 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 many people, both internally and externally. Both inside the church organization and outside, especially with government entities and private sector employers. Must be able to effectively handle confidential information/situations at all times.

**PHYSICAL REQUIREMENTS:**

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