

Job Description for LPF National Coordinator

Overview

Our National Coordinator is a key leader for Lutheran Peace Fellowship, responsible for coordinating the development and implementation of LPF projects and volunteer involvement. The ideal candidate has a passion to eliminate violence and oppression in our world and is committed to nonviolent efforts to bring about justice and reconciliation. He or she is able to work with other members and leaders to plan and implement education, advocacy, outreach, and organization-building activities that most effectively move us toward our vision and goals.

LPF has earned a great deal of respect among Lutherans, as well as leaders in a dozen other denominations, for its widely-praised print, web, and computer resources; peace and justice leader's guides and trainings; and major roles in some of the most significant programs of the UN, Congress, the ELCA, and activist groups. Key to the attainment of all of this is a Coordinator who is able to encourage and support the most effective involvement and cooperation among LPF leaders and members, many of whom offer valuable skills. We plan to interview candidates soon and hire a new Coordinator by spring (apply by 1-14-21 if possible).

Tasks and Responsibilities

We're Looking for Skills, Experience, and Willingness to Grow. . . :

- 1. Strategic and Project Leadership:** Develop and advance LPF plans and projects. Help shape the direction of the organization. Assist others to share in leadership thinking and decisions, encouraging their commitment and enthusiasm. Have a significant grasp of current peace and justice issues, the forces that influence them, and the role and potential of groups and individuals for social change. Help select and craft effective activities and advocacy strategies. Encourage learning from and collaborating with other peace & justice groups.
- 2. Communication:** Present and help others present LPF activity, issues, and priorities in writing and speaking. . . Convey LPF's vision and goals, activities and impact in a compelling manner. Strengthen relationships with LPF members, leaders, congregations, and the larger Lutheran world. Foster an effective social media presence. Prepare reports for the LPF board and respond to emails, requests, and letters.
- 3. Volunteer Support:** Recruit, inspire, and nurture involvement of volunteers in Lutheran peace activism, in particular, LPF efforts. Share in and delegate tasks and supervise the work of volunteers, including board members, to strengthen teamwork. Help form and support local LPF groups and chapters. Provide guidance, encouragement, and support to move toward both project and longer-term goals, and strengthen our sense of teamwork.
- 4. Outreach:** Plan, organize, and offer effective presentations, workshops, and advocacy efforts. Use them to recruit members, boost support, and encourage volunteers to help. As appropriate, serve as a public figure of LPF to help strengthen our visibility, build interest, attract volunteers, encourage involvement, and move toward our goals. . .

Note: Our new coordinator may need to develop or expand skills in several of these task areas (most people do), and continue to pick up various other skills and knowledge along the way.

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5. Finances and Fundraising: Help select and shape fundraising activities to meet LPF's budget, engage members, and highlight LPF's program, goals, and vision. Work with board members and others to write grants, encourage member contributions, thank donors, etc.

6. Administrative Tasks: Work with volunteers to pay bills, maintain financial records, track expenditures, complete government reports, update member lists, and prepare board reports. Have and strengthen skills in word processing, spreadsheets, and databases.

7. Resourcefulness: Identify **problems, conflicts, and challenges**. Help craft effective responses. Spot opportunities for creative new activity and directions that can engage our members, help us grow, nurture our vision, and strengthen our effectiveness. . . .

All of these call for and are strengthened by a leader's initiative, self-discipline, and integrity. Moreover, this position offers an opportunity to strengthen a crucial function in a democratic society: building citizen groups to **bring people together** to shape and improve public policies & services, hold elected officials accountable, and join with other groups to tackle bigger goals.

What We Offer Our Coordinator:

- ★ Considerable **support** from **members** and **leaders** who are committed, creative, unpretentious, and eager to work with the coordinator. . . .
- ★ Well-developed **experience** and **skills** in vital LPF tasks such as offering effective workshops, resources, advocacy, fundraising, social media, leader's guides, etc. . . .
- ★ A modest **salary**, which can be expanded with additional grants and fundraising

LPF Vision Statement: LPF is an international community of peacemakers, grounded in Christ, who seek peace according to the Biblical vision of *Shalom*, peace with justice; who pray and work to eliminate violence, oppression, and militarism; and who are committed to nonviolence in our efforts to bring about justice and reconciliation.

LPF Mission Statement: LPF is a network of Lutherans across the U.S. and around the world, responding to the gospel call for us to be peacemakers and justice seekers. Founded in 1941, LPF offers a wide range of expertise, encouragement, and resources to individuals, congregations, schools, regional and national groups.

LPF's four **Priority Program Areas**... reflecting LPF efforts nationally and by local groups:

1. **War, International Conflict**, e.g. Syria, North Korea, Israel-Palestine, Iran, Central Africa... as well as military budget priorities; human rights; nuclear issues; drones....
2. **Community violence** (in schools, families, on the street): Violence against women, youth, minorities, etc.... Skills to address interpersonal and group differences and conflicts....
3. **Justice Issues** that are often causes and consequences of conflict and violence: e.g. poverty and hunger, climate change and ecological threats, prejudice and discrimination....
4. **Nonviolence** and the **Biblical Vision of *Shalom*** that inform and strengthen our work for peace with justice, reconciliation, welcoming community, care for the earth....

Applicants submit a letter and resume on their skills and experience, and contact information for 3-4 references (by 1-14-21 if you can). Interviews begin early in 2021. We hope to hire by spring. For more information and examples of LPF activity, resources, and vision, go to: www.lutheranpeace.org (e.g. homepage boxes); our Facebook page; and/or contact us: 206.349.2501 lpf@ecunet.org LPF, 1710 11th Ave, Seattle, WA 98122