

Job Description

Associate Coordinator of Cooperative Baptist Fellowship of Virginia (CBFVA)

The Associate Coordinator will work alongside in a team based approach with the Coordinator and the Coordinating Council of CBFVA to guide and help carry out the work of CBFVA, with work focused on the three core values of advocacy, theological education, and partnerships.

Advocacy

- Assist in shaping CBFVA's vision of advocacy, plan and communicate such vision to churches
- Build connections to help churches connect with partner organizations
- Develop and provide resources for churches to develop plans for advocacy and activism
- Discern new avenues for advocacy and engagement

Theological Education

- Develop resources and provide opportunities for theological education within churches, particularly for laity
- Plan and implement family, children's, student, and college events with a focus on spiritual formation, mission partnerships, and advocacy
- Champion our theological education partners and students in referral, resourcing, and relationships

Partnerships

- Travel and be present in CBFVA congregations, with partners, and at state and national CBF events, building relationships and sharing the CBFVA story.
- Co-labor with coordinating council regional representatives to discover and promote stories from CBFVA churches
- Provide promotional resources for regional representatives to share with churches in their regions
- Assist Coordinator with fundraising and networking efforts

Other Responsibilities

- Other responsibilities based on talent and passion, as determined in conversation with the Coordinator, other staff, and the Advisory Council

Qualifications

The ideal candidate will

- Be trustworthy, dependable, and flexible
- Have a Master of Divinity or equivalent from an accredited seminary/divinity school
- Have logistical organization and event planning capabilities
- Have an understanding of nuance; ability to think in creative and adaptable ways
- Have a knowledge of CBF and/or CBFVA culture
- Be a skilled networker/cultivator of relationships
- Have excellent writing and verbal communication skills
- Work best in a collaborative team setting
- Be available for frequent travel
- Exhibit a mature faith in Christ and active in a local congregation
- Willing to relocate to Virginia, but not necessarily the Richmond area