



Skills and Qualifications

- Proficient in Microsoft Office, especially Excel, PowerPoint, Outlook, and Word
- Database Experience: eTapestry Preferred
- Work authorization (United States)
- Strong communication and people skills
- Organization and planning skills
- Attention to detail, accuracy, and timeliness
- Confidentiality
- Information gathering and monitoring skills
- Good judgment in decision-making
- Website Management Skills
- Must have valid US driver's license

Who We Are

ReconcilingWorks is a 501(c)3 national non-profit that works to keep expanding the welcome, liberating those who are forced to live in the margins with a centered focus on people of all sexual orientations, gender identities, and gender expressions in the Lutheran Church. To keep dismantling barriers and building bridges. To keep working until all of God's beloved have equity.

Job Title: Operations Manager

Job Type:

Remote with the exception of limited travel

Salaried: Some nights, weekends, and travel required

Compensation:

\$68,000 salary

\$7,500 salary contribution per FTE for health insurance (employee buys own)

\$5,100 7.5% of salary contribution per FTE for retirement

Total package (all taxed) \$80,600

Monthly Reimbursements:

Cellphone: up to \$125

Home Internet: up to \$70

Time Off

48 hours of annual sick leave (unused banked)

120 hours of PTO at the start of calendar year, are allowed to roll over up to 40 hour each year

Program Coordinator Job Summary:

Work directly with Executive Director to maintaining a highly responsive, organized, and equipped organization. This role will include a wide range of engagement and will be centered around communication, database upkeep, and supporting the Reconciling in Christ program. This role will require someone to be flexible and adapt to being a part of team working for a common goal.

Job Responsibilities/Duties

- Oversee the updating and upkeep of the website run through Dream Host and WordPress
- Support data entry in database and other areas as needed
- Support ongoing development/fundraising work as assigned
- Coordinate meetings and schedules for working groups and tasks forces supporting organizational strategic priorities
- Oversee the timely response of the inquire email of ReconcilingWorks and either provide the responses needed or ask for additional support
- Primary phone receptionist
- Maintain high functioning systems and providing suggestions on how to improve them
- Be an admin for ReconcilingWorks social media (Facebook & Instagram) who will create posts and monitor comments
- Provide admin support for online and in person trainings and be a trained trainer as needed
- Help to fulfill mailings and online orders
- Other duties as assigned

Cultural Competencies and Expectations

ReconcilingWorks advocates for the acceptance, full participation, and liberation of all sexual orientations, gender identities, and gender expressions in the Lutheran church. We strive to keep expanding the welcome, liberating those who are forced to live in the margins. To keep dismantling barriers and build bridges until all of God's beloved's have justice. This means all member of ReconcilingWorks staff are required to attend trainings to build capacity for this ministry. ReconcilingWorks strives to create a work and organizational experience of mutual respect, awareness, and accountability diminishes discrimination, ignorance, and othering.

Requirements/Experience

- Bachelor's degree preferred
- Ability to organize a daily workload by priorities
- Must be able to use different types of software, including word processing, spreadsheets, databases, and presentation tools
- Must be able to provide general administrative support
- Have access to secure home internet
- Have a cell phone that can work with phone system

*To apply email your cover letter and resume to Aubrey Thonvold at
aubreyt@reconcilingworks.org*

ReconcilingWorks provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.