



Program Manager Position at Extraordinary Lutheran Ministries

Extraordinary Lutheran Ministries is seeking a fulltime program manager. Interested candidates should email their cover letter and resume to Amalia Vagts, Executive Director, director@elm.org with PROGRAM MANAGER in the subject heading. Initial deadline for applications is June 21, position open until filled.

About the position:

Grounded in the belief that lesbian, gay, bisexual, transgender, and queer-identifying (LGBTQ+) people have extraordinary gifts for ministry, the program manager builds and supports community through the Proclaim program; walks with and equips leaders through the Accompaniment program; and connects with and uplifts congregations through the Ministry Engagement program. The program manager equips and labors alongside volunteer program conveners and works in partnership with the executive director and operations coordinator on strategic work and communications for these programs. Requires weekend and evening work and travel.

Called to Proclaim

Proclaim is the professional community of LGBTQ+ rostered leaders, seminarians, and candidates for ministry. The program manager actively supports the work of this community in the following areas:

- Manages Proclaim Gathering and leads the Gathering planning team (this includes finding and working with retreat center, managing budget, coordinating planning teams, speakers, logistics, scholarships, etc.).
- Works with a volunteer convener to develop and equip a Proclaim team to provide a community of welcome and belonging.
- Provides support for local/regional Proclaim events and gatherings.
- Coordinates Proclaim chaplains (4) who provide pastoral care, support, and guidance to members of the Proclaim community.

- Serves as the initial point of welcome and contact for new Proclaim members - manages welcome and orientation.
- Implements social networking: uses Facebook (and possibly other mediums) to spread information about upcoming events, action alerts and celebrations in the community.
- Connects with executive director on confidential matters of individuals coming out, candidacy, call, and personal and professional boundaries.

Called to Accompany

ELM recognizes that movement through theological education and the route to ordination or consecration is a time of great vulnerability, both personally and professionally. To support individuals in this process the program director:

- Works with a volunteer convener to develop and equip the Accompaniment team that walks alongside seminarians and those awaiting call.
- Visits seminaries to offer presentations on ELM; meets with staff and faculty and students; connects with Proclaim members.
- Provides guidance to synodical and regional representatives of ELM who are working with bishops, candidacy committees, and call committees.
- Develops resources to further support those called to ministry and the larger church.

Called to Engage

Serving as a point of connection to congregations, synods, and the larger Lutheran church, the program manager:

- Works with a volunteer convener to develop and equip initiatives and resources that provide outreach to congregations and ministries.
- Reminds congregations of their vocation to equip new leaders for ministry and prepare them to support leaders who are or may be LGBTQ+.
- Works with the executive director to develop initiatives that will enhance the visibility, calls, and ministries of LGBTQ+ individuals.

Called to Partner

With the executive director:

- Cultivates an organizational culture rooted in faith, grounded in radical love and hospitality, clear with purpose, dependent on collaboration, and transparent in motives.
- Attends ELM Board of Director meetings.

- Speaks to the intersectionality of injustice and oppression, calling our community and the larger church to greater awareness of injustice and commitment to ending oppression.
- Occasionally, as needed, travels to congregations, ministry sites and ministry partners as outreach for ELM (offer a “temple talk,” lead adult forums, etc.).
- Occasionally, as needed by executive director: represents ELM at movement and church partner events, meetings, and conferences and maintains partnerships and relationships with national, churchwide and synodical staff.

With the operations coordinator:

- Generates and writes program related content for ELM print and online communications.
- Keeps accurate records of Proclaim members internally, for Proclaim Directory, and publicly on the website, and manages operations coordinator’s role to keep information updated.

Guiding Qualifications:

- 3 or more years relevant work experience.
- Knowledge, experience, and passion in work with LGBTQ+ community in the church or related field or organization.
- Committed to celebrating one’s own and others’ gifts of diversity and working against oppression of people based on race, ethnicity, gender, sexual orientation, and gender identity or expression, ability or other reasons.
- Ordained, rostered lay, or lay people encouraged to apply.
- Experience with volunteer recruitment, training, and management.
- Experience with program or curriculum development, program management.
- Strong organizational, communications, public speaking, personal and writing skills.
- Ability to work alone and manage own workload.
- Self-starter who takes initiative, yet works well collaboratively.
- Availability to work and travel evening and weekends as needed.
- Fluency in Google Docs/Microsoft Office Suite.
- Comfort with social media, internet, email and website searches.
- Experience and comfort in speaking with others about financial giving/stewardship.
- Comfortable with Christianity and speaking from a place of faith.
- Familiarity with Extraordinary Lutheran Ministries and Lutheranism preferred.
- Desire to find joy and humor in daily life.

Compensation & Location

- Full-time, exempt. This position involves evening availability and weekend travel. The standard, fulltime office work schedule for ELM full-time staff when not traveling is a 36 hour/4 day work week, based on a model from Rockwood Leadership Institute.
- Location flexible/telecommuter position.
- Salary commensurate with experience and includes compensation for employee-chosen benefits. ELM currently does not offer specific plans for health insurance, retirement, disability, etc.
- Paid professional development (\$1,000 year).
- Housing allowance an option for rostered leaders.
- 4 weeks paid time off, 10 paid holidays.

Extraordinary Lutheran Ministries is committed to being an anti-oppression organization. We seek to become more accountable to our diverse communities. We encourage candidates from diverse backgrounds to apply.

Extraordinary Lutheran Ministries
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