

Racial Justice & Reconciliation Collaborative Project Coordinator

The NAE Racial Justice and Reconciliation Collaborative Project Coordinator is a part-time position. The Project Coordinator works collaboratively with all NAE staff to help evangelicals foster thriving communities and navigate complexity with biblical clarity. The Project Coordinator works with the Project Director to implement the NAE's Racial Justice and Reconciliation Collaborative, which aims to ensure that evangelicals understand and act upon the Bible's commitment to justice and reconciliation.

Qualifications

- Personal faith in Jesus Christ as Savior and Lord
- Agreement to and affirmation of the [NAE Statement of Faith](#)
- Regular attendance at an evangelical church and familiarity with the evangelical community
- Proficient in the use of Microsoft applications
- Experience with Adobe Creative Suite preferred, but not required
- Strong writer and content developer
- Attention to detail
- Organizational and interpersonal skills
- Willingness to work as part of a team and flexibility to adjust to needs of a small organization
- Capability and experience to fulfill responsibilities listed below

Responsibilities

- Assist with creation and dissemination of project resources
- Coordinate planning and logistics for project gatherings and experiences
- Draft project content for NAE publications, websites, emails, social media accounts, etc.
- Coordinate logistics for project webinars, podcasts or other communication programs
- Collaborate with communication team and other staff to develop and implement a public outreach strategy
- Coordinate correspondence with and gatherings of partners, staff and other project stakeholders
- Assist with grant reporting to project funders
- Other responsibilities as assigned

Relationships

- The Project Coordinator reports to the Project Director
- The Project Coordinator collaborates with other NAE staff

All interested candidates should review the NAE's [Mission and Vision](#), [Statement of Faith](#), and "[For the Health of the Nation](#)" to ensure that their personal values and beliefs are in alignment with those of the organization.

The NAE is headquartered in Washington, D.C. The project coordinator may work remotely. Some domestic travel may be required. Applicants for this position are required to submit a resume, cover letter and writing sample at NAE.org/jobs.