



# National **Benevolent** Association of the Christian Church (Disciples of Christ)

## **JOB DESCRIPTION**

### **Program Coordinator- Health and Social Services Partner Support**

Organizational and Leadership Development

**Title:** Program Coordinator - Health and Social Service Partner Support  
**Start Date:** August 1, 2025  
**Hours:** Full Time  
**Reports To:** Vice President of Organizational and Leadership Development

### **POSITION SUMMARY:**

The NBA's Program Coordinator for Health and Social Service (HSS) Partner Support (PC-HSS PS) accompanies and collaborates with Disciples-related health and social service organizations and ministries. Reporting to the Vice President of Organizational and Leadership Development, the PC-HSSPS particularly focuses with these partners in their work of cultivating and strengthening communities. The HSS Partner Support program area seeks to support executive leadership development and wellness, provide administrative and operational support and organizational wellness services, collaborate with partners in justice advocacy and organizing efforts, and provide churchwide engagement and networking opportunities. This program area intersects with any/all other NBA program areas (Grants, Social Entrepreneurship, Community Engagement, Mental Health and Wellness, and Young Adult Leadership Development).

The PC-HSSPS oversees administrative and operational support services, broadens the reach of this work across the Christian Church (Disciples of Christ), builds and nurtures a network of HSS organizations and ministries, and shares the stories of these partners with the Christian Church (Disciples of Christ) and beyond. The PC-HSSPS effectively works with people from diverse cultural, social, and ethnic backgrounds. This is a full-time position and is part of the Organizational and Leadership Development Program Team.

The scope of work includes leading and working in a way that promotes NBA's core values including the values of belonging, diversity, equity, and inclusion.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### ***Overall NBA Program Staff:***

- Participate fully as part of the program team
- Collaborate with the VP of Organizational Leadership and Development and other NBA staff to ensure missional consistency across ministry of NBA

- Represent the NBA's Health and Social Service Partner Support work across the life of the Christian Church (Disciples of Christ) and in ecumenical settings, as assigned

### ***HSS Partner Support Responsibilities:***

- *Strategy and Vision* - Coordinate, implement, and evaluate the scope and strategy of the NBA Health and Social Service Partner Support
- *Partner Leadership Development* - Coordinate and manage leadership development programming for HSS partner organizations
  - Develop and manage directory of executive coaches
  - Recruitment and administrative support for Executive Leaders Peer Group
  - Co-convene Executive Leaders Peer Group, based on opportunity and fit
  - Work with Grants Coordinator to manage Professional Development/Continuing Education Grants for Executive Leaders
- *Partner Organizational Development* - Oversee administrative & operational support services
  - Manage support services requests from HSS partners
  - Develop and manage directory of expert consultants for internal departmental use
- *Partner Grants* - Provide program level support for grants programs
  - Program Innovation/Development (ex. Mission & Ministry), alongside NBA Operations and Grants Management Coordinator
  - Professional Development/Continuing Education Grants for Executive Leaders
  - Emergency Partner Support Requests
- *Partner and Participant Connections and Support* – provide administrative and operational support for HSS Partners
  - Maintain Partner directory to include the CEOs and other executive staff of partner organizations, sharing information with the Marketing Department to keep the NBA website updated
  - Develop a process to maintain connections with incoming and outgoing CEOs of partner organizations
  - Schedule/coordinate/host bi-annual check-ins with HSS Partners with VP of Organizational Leadership and Development
  - Design and coordinate a quarterly HSS partner newsletter with support from the Marketing Department
  - Support the Marketing Department in sourcing partner stories, blogs, updates, and other materials
  - Coordinate with Social Entrepreneurship program area to provide continuity in NBA services and support to social entrepreneurs and social enterprises upon their completion of SENT Cohort and/or Incubate program participation
  - Support and collaborate with the Justice Initiatives program to educate, equip, advocate and/or organize with and on behalf of issues aligned with or impacting HSS Partners
- *Training, Skills Building and Networking* – Work with VP of Organizational and Leadership Development to create quality and appropriate trainings, resources and opportunities for connection through the NBA Innovation Institute model to enhance overall work of Health and Social Service Partner Support

- Identify key areas of educational and connectional support required by partners and develop opportunities for engagement
- Work collaboratively with NBA staff, in particular, the Community Engagement and Mental Health and Wellness Initiative staff, to cultivate strategic learning and action opportunities for advocacy, activism and community-organizing trainings and organizational wellness to equip organizational partners and their leaders
- Develop a robust system of resources related to nonprofit support services
- Explore collaborations and partnerships with other faith-based HSS organizations
- *Event Support* – Coordinate and provide leadership for gatherings and events

## **REQUIRED SKILLS AND ABILITIES**

- Self-directed and goal-oriented, as informed by organizational needs and mission; able to prioritize and multi-task meeting deadlines and a demonstrated resourcefulness in setting priorities
- Ability to listen for and perceive needs of nonprofit ministries, leaning into NBA's mission of compassion and care
- Ability to research, gather and analyze data to understand impact and outcomes of NBA's work with organizations
- Understanding of and commitment to the mission of NBA
- Understanding of and commitment to social service and social justice values
- A commitment to justice and equity; including experience working with persons from diverse cultural, social, and ethnic backgrounds including appreciating historical contexts, discerning nuances of relationships and power dynamics, understanding racial/ethnic realities, and respecting community needs and desires
- Ability to speak comfortably in front of groups
- Ability to work well in collaboration with others
- Attention to detail is a must
- Proficient with technology and web-based platforms
- Flexibility and willingness to travel and work evenings and weekends as required

## **EDUCATION/EXPERIENCE**

- Work experience in health and social service setting(s) preferred
- Demonstrated strength in connecting people to needed resources
- Success in building strong connections to a variety of diverse communities, in particular Disciples communities such as Racial-Ethnic Disciples ministries, LGBTQIA+ ministries, health and social services agencies, congregations, etc.
- Experience in gathering and interpreting qualitative and quantitative data for decision-making
- Bachelor's degree and/or significant experience and knowledge of current best practices in the field of nonprofit leadership and/or management

## **WORK ENVIRONMENT**

- This position is deployed. It is encouraged that a major airport be within an hour.
- This position often requires prolonged periods of sitting and working at a computer.
- Extensive use of technology required and proficiency in this necessary

## **PHYSICAL REQUIREMENTS**

- The ability to communicate in person, on the telephone, through online media, and in front of large groups of people
- The ability to meet a rigorous travel schedule that includes managing up to 50 lbs. of luggage
- Occasional need to lift marketing and work materials, 40 lbs. or less

## **TRAVEL REQUIRED**

- Willingness to travel approximately 7 days per month; this includes an annual 4-5 day All-Staff gathering

## **SALARY**

- **\$81,941** with a robust benefits package

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

The National Benevolent Association is an Equal Opportunity Employer. The National Benevolent Association, in affirmation of its commitment to excellence and cultural relevance, endeavors to provide equal opportunity for all individuals in its hiring, promotion, compensation and employment practices. Organizational decisions regarding hiring, promotion, compensation and human resource practices will be based upon a person's qualifications and/or performance without regard to race, color, creed, national origin, sexual orientation, disability, pregnancy, age, gender, gender identity or gender expression, genetic information, military status, or religion, except where religion is a bona fide occupational qualification. This policy extends to every phase of the employment process including: recruiting, hiring, training, promotion, job assignment, compensation, benefits, transfers, reductions in force, terminations, and organization-sponsored educational, social, and recreational programs.

## **TO APPLY:**

To apply for this position please submit 1) **a letter of interest** and 2) **an up-to-date resume** in a PDF format to [careers@nbacares.org](mailto:careers@nbacares.org) with **PROGRAM COORDINATOR-HSS** in the subject line.

**DEADLINE: FRIDAY, JUNE 6, 2025 at 5:00 pm Central**

**QUESTIONS:** Contact Dani Cartwright at [careers@nbacares.org](mailto:careers@nbacares.org)