



THE ETHICS & RELIGIOUS  
LIBERTY COMMISSION  
OF THE SOUTHERN BAPTIST CONVENTION

## Job Description: DC Team Coordinator

*The Ethics & Religious Liberty Commission*

*May 2019*

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### Summary

This position is designed for a highly organized, detail-oriented, self-starting team member seeking to join the band of joyful warriors tasked with applying the gospel to everyday life at Leland House, the ERLC's office in Washington, D.C.

This role will support the ERLC's entire operation at Leland House, combining scheduling and administrative support, event management and execution, project management, and office management. Working in a fun and fast-paced environment, this position will participate in nearly all aspects of the work at the ERLC's DC Office.

### Job Responsibilities

- **Scheduling and administrative support:** This role will support the Vice President for Public Policy with general administrative support and also Leland House staff more broadly with scheduling support. The DC Team Coordinator will work to make sure the trains are running on time.
- **Event management and execution:** From large national conferences to Capitol Hill briefings to private strategy sessions and convenings, this role will help to plan, manage, and execute all events offered by ERLC in Washington, DC.
- **Project management:** The role will also assist the team by managing a range of different projects, from communications to advocacy to office management.
- **Office management:** This role will be responsible for overall management of the office, including managing phones, emails, basic technology, and other needs to keep the office running smoothly.

### Employee Profile

- 1-3 years of work experience in public policy or ministry
- A joyful attention to detail and keeping things organized
- Preferred: Experience working in state or federal legislatures
- Preferred: Bachelor's degree in public policy, law, or theology studies
- Warm, flexible personality with capacity for fast-paced environment
- Empathetic self-starter, keen to anticipate the needs of teammates
- Winsome ability to interact with people who disagree with the ERLC
- Awareness of Southern Baptist life and evangelicalism