

## **ReconcilingWorks Online Trainer**

### **Qualifications**

- Proficient in Microsoft Excel: (Required)
- Proficient in Microsoft PowerPoint: (Required)
- Proficient in Zoom
- Database Experience: (Required)
- Work authorization (Required)
- Strong people skills

### **Who We Are**

***ReconcilingWorks is 501(c)3 national non-profit who 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 Position: Online Trainer**

**Job Type: Contract Part- time for 10 hours a month (Remote)**

**Payrate: \$25 per hour**

### **Online Trainer job Summary:**

Working directly with Executive Director to facilitate and lead ReconcilingWorks online education series of "Let's Talk SOGIE" (1.5 hours) and "Building an Inclusive Church" (5.5 hours) a month. And have three hours of prep and follow with attendees. Must be an engaging presenter, proactive, resourceful, and innovative at addressing business needs. This role will be one to help provide support to the Lead Online Trainer.

### **Job Responsibilities/Duties**

- Facilitate educational trainings over zoom one Thursday afternoon/evening and Saturday day a month over Zoom
- Send pre and post emails to attendees with training details
- Provide basic information with those you engage with about ReconcilingWorks
- Arrange and coordinate meetings and events
- Collect and data entry with databases
- Coordinate project-base work
- Review operating practices and implement improvements where necessary
- Preparing reports, memos, and other documents.
- Reading and analyzing incoming emails, and other correspondence accordingly

## Skills

- Organization and planning skills
- Communication skills
- Attention to detail and accuracy
- Confidentiality
- Information gathering and monitoring skills
- Good judgment in decision-making
- Professional level verbal and written communication skills

## Requirements/Experience

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

## Schedule

- 10 hours a month including evening and weekends.

## Compensation

Job Type: Part-time (10-15 hours per month)

Pay: \$25 an hour

COVID-19 considerations: The Company is aligned with CDC Guidelines regarding COVID-19.

## To Apply

Please send cover letter and resume to [aubreyt@reconcilingworks.org](mailto:aubreyt@reconcilingworks.org)

Applications will be accepted through **March 15, 2023**.

*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.*