



Position	Transformational Experience Specialist
Department	Transformation
Customer	Director of Membership Engagement
Hours	9am – 5pm Monday - Friday
Location	Remote or 475 Riverside Drive, 15th Floor, New York, NY 10115
FLSA Status	Full-Time Exempt
Travel Required	Occasional
Salary Level	15 - Executive

TO APPLY:

Send Resume/Cover (with salary requirement) to employment@unitedmethodistwomen.org with 'TRANSFORMATION POSITION' in the subject line.

About United Methodist Women

United Methodist Women - National Organization is the policy-making body that manages and oversees the programs and projects of United Methodist Women (UMW). We accomplish this by equipping women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches and to advocate for the oppressed and dispossessed with special attention to the needs of women and children. UMW builds supportive communities among women; engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement, while working for justice through compassionate service and advocacy to change unfair policies and systems while providing educational experiences that lead to personal change in order to transform the world.

Summary of Responsibilities

The Transformation Experience Specialist is responsible for guiding the holistic design and implementation of United Methodist Women virtual, hybrid and in-person gatherings, training, and events that inspire spiritual growth and social change.

Essential Job Functions (other related duties may be assigned):

- Design worship, plenaries, and workshops for Mission u, a transformative educational program of United Methodist Women, as well as other organizational programs and events.
- Collaborate with Mission u team on the development process of Mission u curricula.
- Steward the budget of Mission u, aligning it with the values and sustainable commitments of United Methodist Women
- Oversee and guide meeting managers, staff, consultants, musicians, and volunteers in implementing training events
- Evaluate, measure, and share results of the reach and impact of Mission u national level and beyond.
- Plan content and facilitate equitable, interactive, inspiring gatherings and experiences consistent with United Methodist Women brand, mission, and culture
- Collaborate with colleagues and contribute to the planning of strategic initiatives, campaigns and educational events
- Build capacity of the organization's member leaders to plan and lead transformational gatherings and events in their local contexts.

Necessary Skills

- Inclusive and innovative design thinking for diverse members, stakeholders and audiences
- Strong communication, written and verbal
- Project Management

Critical Competencies

Dependability: Punctual, reliable, and follows through with responsibilities and commitments.
Excellent Interpersonal and Team Building: Works independently and within a team to achieve individual and organizational goals; Shares best work knowledge and practices freely and is open to coaching and feedback that enhances work performance.

Project Management: Ability to manage multiple projects, stakeholders, their respective timelines, and ability to both prioritize and see tasks through to completion.

Public Speaking: Confidence and ease when communicating in front of audiences, both large and small.

Facilitation: Ability to design and facilitate large and small group training, engagement, and interactive practices.

Qualifications

All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Master's Degree in Theology, Education, Biblical Studies or related field; or equivalent combination of education and experience
- Effective communication, both verbal and written
- Demonstrated knowledge of design methods, design thinking, and collaborative processes
- Experience leading and facilitating workshops and training using collaborative, interactive methods
- Ability to connect to diverse, multi-racial and multi-generational audiences
- In-depth understanding of intersectionality and ability to apply this lens in the designing of experiences and events.
- Knowledge and experience in writing and/or leading plenaries and worship services that intersect personal faith and social holiness.
- Ease and comfort when facilitating in ambiguity and complexity for online and face to face delivery.
- Experience developing training materials and delivering training sessions.
- Demonstrated knowledge of project management.
- Demonstrated knowledge of online learning platforms and digital tools to deliver effective programming.
- Experience with Mighty Networks and Bridge learning management system is helpful.
- Must be highly organized with proven mastery of Microsoft SharePoint, Outlook, Excel, Word and PowerPoint.
- Must possess and continually develop strong oral and written communication with internal and external members and leaders.
- Lead with emotional maturity.
- Must have the ability to write quickly, accurately, and intelligently in English with the ability to work independently and perform well in deadline driven environment.

Performance Measurement

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Human Resources Director and direct supervisor and in harmony with United Methodist Women's mission, cultural principles, and annual leadership priorities. Participation on special projects and/or events is factored into ongoing peer and management performance feedback.

Benefits

Health, Dental, Life, LTD, EAP, Tuition Reimbursement, 22 vacation days, sick & personal days, short-term disability full pay, 8% 403(b) employer contribution with match with other generous time-off benefits.