

**Western Pennsylvania Annual Conference  
of the United Methodist Church  
Zimbabwe Partnership Coordinator**

**Job Description:**

The part-time Zimbabwe Partnership Coordinator is primarily responsible for the oversight and coordination of the Western Pennsylvania Annual Conference Partnership with the Zimbabwe Episcopal Area. The employee will work closely with the Zimbabwe Partnership Design Team of the Western Pennsylvania Conference Global Health Initiative in promoting, developing, advocating and communicating the work of the Zimbabwe Partnership throughout Western Pennsylvania. The employee will also work closely with the "in country" coordinator to strengthen all aspects of the partnership.

**Specific Responsibilities:**

- Endorse, support and effectively communicate the vision for the Partnership developed by the Zimbabwe Partnership Design Team;
- Develop and implement an organization model to educate and engage each church in the Western Pennsylvania Conference as an active participant in the Partnership;
- Travel, both domestic and international, as necessary;
- Work with the Zimbabwe "in country" coordinator;
- Meet continuing education requirements and maintain awareness/use of new technology for effective communication;
- Work in full cooperation with the Zimbabwe Partnership Design Team;
- Fulfill other duties as assigned.

**Job Requirements:**

- Knowledge of Zimbabwe, including social customs and awareness of current conditions;
- Conversant in, or willing to learn, the primary language of Zimbabwe (Shona);
- Strong relational and communication skills;
- Proficiency with Microsoft Office (Excel, Power Point and Word);
- Familiarity with Internet research and database management tools;
- Effective time management skills;
- Ability to delegate;
- Leadership development skills;
- Networking with faith-based and secular organizations;
- Strategic planning and project implementation skills a plus.

**Accountability:**

The Partnership Coordinator will be responsible to the Annual Conference Director of Connectional Ministries and work in close relationship with the Zimbabwe Partnership Design Team.

**Benefits:**

Salary range for this part-time position is \$30,000-35,000 annually. There are no benefits.