**Job Description**

**Agora Site Coordinator – Luther Site**

**Approximately 10 hours per week, stipended**

**Reports to: Agora Board of Directors**

**Office location: Flexible**

**Overview**: Agora is a ministry that develops lay leaders for immigrant and multicultural congregations in the Minneapolis, Saint Paul, Southeastern MN and South Dakota synods of the ELCA. Responsibilities are shared by a network of site coordinators, instructors, board members, and ambassadors. The network gathers for an annual retreat, and offers classes in varying locations. Ongoing responsibilities described below and the related estimates of time commitments will be monitored and may be adjusted periodically.

**Site Coordinator Job Description**: Each ministry location within the participating synods that desires to host Agora courses has a site coordinator. This person provides appropriate logistical support. In addition, there are certain central coordinating functions that the Luther site coordinator provides; these are listed separately, below.

The following tasks are required of all site coordinators:

* Curriculum
  + Participating in the annual coordinating retreat and collaborating to determine proposed course offerings for the coming year
* Instructors
  + Identifying skilled instructors (site coordinator may also serve as an instructor)
  + Working with instructors to develop course content that is consistent with dialogue education principles
* Site logistics
  + Reserving class space
  + Arranging for needed technology
  + Ordering, receiving, and distributing any needed books or course materials
  + Registering Academia courses, working with instructors to facilitate the technology, recording registrations and submitting payments
  + Weekly hospitality (food, coffee/tea, name tags, etc.)
* Publicity
  + Updating the Agora website with current information
  + Preparing printed registration materials
  + Contacting current and potential students and sending congregations (email, phone, written) with information about upcoming classes
  + Visiting current and potential congregations to invite participation
  + Collaborating with Agora board to ensure representation (display tables, etc.) at synod assemblies and other events
* Registration
  + Receiving all registrations and entering them into a spreadsheet
  + Receiving registration payments, recording, and forwarding to the Agora office.
  + Students
  + Communicating with past, current, and prospective students to inform them of upcoming course offerings and answer questions
  + Recording all student registrations
  + Creating attendance spreadsheets
  + Tracking attendance
  + Communicating with students to invite and encourage consistent participation
  + Consulting with instructors on course certificates, preparing and presenting them at the conclusion of each course

Tasks unique to the Luther Site coordinator:

* + Students
  + Tracking ministry certificates, preparing and presenting them
  + Finances
  + Working with site coordinators and board members to identify congregational sponsors for courses and provide necessary information
  + Receiving, recording, and depositing all registration payments, individual donations, congregational sponsorships, and synodical and Churchwide grants
  + Sending acknowledgment/thank you letters as needed
  + Working with board treasurer to insure proper tracking and reporting to the board
  + Receiving, recording, and paying all bills that come to the Agora office
  + Preparing teaching contracts and other documents for compensation
  + Arranging for timely payment of instructors
  + Working with payroll company to ensure that all annual tax documents are filed (1099s, etc.)
  + Board
  + Preparing regular updates for the board regarding courses, students, and finances
  + Meeting with the board at least quarterly for mutual accountability and support

**Coordinating Retreat:** The Luther Site coordinator plans logistics foran annual gathering that will take place early fall of 2017 at Gustavus Adolphus College retreat center in St. Peter, MN. The goals of the retreat are:

* Worship and celebration
* Relationships and community building
* Planning course offerings for the year in various sites
* Learning together

Applications may be sent to [d.stehlin@mpls-synod.org](mailto:d.stehlin@mpls-synod.org).

Deadline for applications: June 7, 2017