

## **NATIONAL MINISTRIES, ABCUSA**

<http://www.nationalministries.org/>

**NATIONAL MINISTRIES** is currently seeking a qualified candidate to serve as the **Liaison for Burmese Refugees**. This position serves to address the needs caused by the growing influx of refugees from Burma. This position is open immediately. This position is limited to a maximum of three years, continuation of employment is renewed annually.

### **KEY DUTIES AND RESPONSIBILITIES**

- Serve as a liaison between new communities and assist in network and relationship building among the various ethnic groups.
- Conduct needs assessments among the various people groups and concentrations.
- Identify and highlight the availability of English Second Language (ESL) and other social service resources within communities and communicate their availability to the various people groups.
- Provide regular updates to other key National Ministries staff on the progress of the establishment of meaningful partnerships and relationships among the Karen/Chin/Kachin and denominational/regional structures.
- Partner with National Ministries' office of Direct Human Services to keep abreast of current and pending arrivals of Karen/Chin/Kachin and assist in strengthening local churches' involvement in ministering to these people.
- Report to both Direct Human Services and Asian Churches Strategist on Karen/Chin/Kachin entering the country under the patronage of other denominations in collaboration with Church World Service or resettlement agencies.
- Is a member of and collaborates with the Burmese Refugees Task Force.
- Must be able to travel.
- Other related duties, as assigned.

### **COMPETENCIES AND SKILLS REQUIRED**

The successful candidate will be a self-motivated problem-solver, who is willing to work hard. The successful candidate should demonstrate interpersonal communication and conflict transformation skills. The successful candidate should possess the ability to build and cultivate networks and relationships with traditional and non-traditional American Baptist partners. The successful candidate requires excellent administrative and supervisory experience.

### **EDUCATION AND EXPERIENCE**

A college degree or equivalent experience is required. A comprehensive understanding of the multi-faceted realities and issues of the Burmese refugees is essential. The candidate must be able to effectively communicate (verbally and in writing) with the Burmese refugees. Excellent administrative and organizational skills are essential. Knowledge of American Baptist history and polity, with particular attention to the Burmese population is required. Proficient computer skills (Microsoft Office Suite: Outlook, Word, Excel, PowerPoint).

**NATIONAL MINISTRIES** offers a competitive salary and benefits; including participation in the Ministers and Missionaries Benefit Board retirement plan; participation in medical and dental insurance; paid time off and paid sick leave.

### **APPLICATION PROCESS AND DEADLINE**

**No later than APRIL 21, 2009**, submit a completed NM Employment Application and a current résumé along with a minimum of three professional recommendations to:

LAURA MIRAZ PH.D., SPHR  
HUMAN RESOURCES OFFICER  
P.O. BOX 851, VALLEY FORGE, PA, 19482-0851  
FAX 610.768.2409  
[LMiraz@abc-usa.org](mailto:LMiraz@abc-usa.org)

For an Employment Application and more information on **NATIONAL MINISTRIES**, visit <http://www.nationalministries.org/employment.cfm>

*National Ministries is an Affirmative Action and Equal Opportunity Employer*