

Title: Executive Coordinator
Reports To: Board of Governors of the CLSA
Supervisor: President of the CLSA
Status: Part-Time

SUMMARY

The Executive Coordinator is an authorized agent for the Canon Law Society of America in all matters for which such agency is required, unless the Board of Governors or officers of the Society shall determine otherwise in particular cases. [Source: Bylaws, 16 *Amended*]

SPECIFIC RESPONSIBILITIES

1. Implements the decisions of the Board of Governors (BOG).
2. Participates in meetings of the BOG and serves *ex officio* as a member of the Convention Planning Committee.
3. Responsible for establishing deadlines throughout the year, e.g., publications, database updates, publication advertising and solicitation of research and presenters, etc.
4. Collaborates with the General Secretary so that materials are properly and promptly prepared by staff for publication.
5. Sees to the publication and distribution of the Proceedings of the Annual General Meetings, and the publication and distribution of various special reports to the membership as directed by the President or the BOG.
6. Monitors monthly inventory reports from BrightKey (forwarding them to PAB chair) and conducts periodic conference calls with BrightKey staff. Or, Monitors and supervises the inventory and distribution staff of the CLSA Publication Section (reports monthly in detail to the PAB chair).
7. As a canonist serves as a liaison between the CLSA and the staff of the USCCB, the USCCB Committee for Canonical Affairs and Church Governance, other professional societies within the Church, and other groups designated by the President or BOG.
8. As a canonist coordinates at the direction of the President or BOG the public relations of the Society.
9. Communicates to the President requests for CLSA members to assist with projects, evaluations, surveys, seminars and the like on behalf of the Society.

QUALIFICATIONS

1. Degree in canon law.
2. An active member of the Canon Law Society of America.
3. Ability to carry out the responsibilities listed in the job description.

4. Ability to work in a cooperative manner with the General Secretary, Society's officers, the BOG, the various committees, the membership, the office staff, and other persons.
5. Ability to communicate well and professionally both orally and in writing.
6. Ability to work with or willingness to learn to work with computer systems and website technology.
7. Freedom to take on a part-time position.
8. Freedom to commute to the office area regularly.
9. Able to make a commitment to the position for up to three years.

PERSONAL QUALITIES

1. A church person who values the Church, canon law, the Canon Law Society, and his/her present vocational state.
2. Good physical and emotional health.
3. A person committed to promoting the good of the Canon Law Society of America.
4. A professional person with a sense of responsibility to the membership.
5. An articulate communicator with proven leadership gifts in working with and guiding others and entrusting them with responsibilities.
6. An organized person, good at organizing, planning and following through, coordinating the activities of the Canon Law Society of America.
7. A person who can appreciate and contain costs within budgetary limits.
8. A person with public relations skills.
9. A kind, creative, sensitive person with a pleasant personal manner.