



Position Title: Review Coordinator

Organizational Relationships:

- Reports weekly to the President of The Commission Board and bi-monthly to the full Board
- Receives reports from the Standing Review Committee and Review Team Leaders
- This position will not undertake the role of a reviewer.

Job Summary: This position coordinates the review process, reviewer training, and any follow-up necessary for a review under the direction of The Commission Board of Directors.

Part-time Position: 20-25 hrs. per week

Position Requirements:

- Christian Science Primary class instruction as stated in the *Church Manual*, Mother Church membership, and active branch church or Society membership or local Mother Church membership are required.
- Bachelor's degree or the equivalent in experience.
- Experience with the accreditation review process, both as a reviewer and as a reviewee.
- Skill with Microsoft Office (Word, Excel, PowerPoint), Google docs, Google sheets, Google Workspace, and zoom.

Responsibilities and Duties:

1. Maintains and supports the ethics of Christian Science nursing through all forms of communication—in-person, phone, other technologies, etc.—either written or verbal.
2. Attends The Commission Board meetings as needed to provide updates on reviews.
3. Coordinates reviews of Member Organizations consistent with the Accreditation Standards.
 - a. Provides coordinating oversight of all aspects of the Accreditation Review process, including pre-review organization and support of Review Team Leader during the review process, and facilitates timely follow up for required actions.
 - b. Ensures review communications are timely and complete.
 - c. Works closely with the Administrative Assistant to the Board (AAB).
4. Coordinates initial and on-going training for reviewers under the oversight of the Board.
5. Works with the Board to complete a yearly Quality Assurance report for the Member Organizations.
6. Assists the Board, when needed, with communications on complaints in compliance with the current Complaint Policy.