

## UUCF Position Description

Date: August 7, 2019

Job Title: Social Justice Minister/Coordinator

Position Reports To: (Title) Senior Minister

Positions Reporting To This Job: 0

Incumbent(s): (if applicable) \_\_\_\_\_

Status: Part-time – 20 hours per week

Salary range: \$20,000-30,000 annually

Position Summary: The Social Justice Minister/Coordinator works with ministers, staff and lay leaders at UUCF to fulfill the congregation's mission of transforming ourselves, the community and the world through acts of love and justice. The position also is responsible for four major areas: Social Justice Program health, recruiting and developing leaders, communication of Social Justice activities and coordinating activities within UUCF and with the surrounding community. The coordinator will work with the Lay Minister for Social Justice, assist them in providing leadership in the social justice ministry and work closely with the other social justice leaders of the congregation.

### Essential Duties and Responsibilities:

#### 1. Facilitates ongoing health and vision within UUCF's Social Justice Program.

- Provides spiritual leadership for social justice activities, groups and participants.
- Holds overall vision and big picture in collaboration with Senior Minister and Social Justice Lay Minister.
- Provides input to leadership and staff as needed in developing guiding documents and plans.
- Implements programs according to UUCF Ends, Strategic Goals, and other guiding documents from leadership.
- Co-creates means for deeper engagement between the congregation and Social Justice activities.
- Meets regularly with social justice advisory group, Lay Minister for Social Justice and Senior Minister.

#### 2. Identifies, recruits and develops leaders and members for the Social Justice ministry.

- Actively solicits and recruits volunteers who show interest in Social Justice activities.
- Supports the development of new social justice initiatives, when appropriate.
- Recommends members for leadership of social justice initiatives.
- Works with the Social Justice Lay Minister to nominate congregants for annual social justice award recognition.
- Other social justice duties as assigned by the Senior Minister.
- Ensures recognition and appreciation of volunteers.

#### 3. Promotes and communicates Social Justice activities to the congregation and community.

- Solicits announcements regarding social justice activities for the weekly communications.
- Works with clergy and staff to ensure that Social Justice activities are announced verbally on a regular basis from the pulpit
- Reports back to the congregation on major social justice activities via articles, social media posts, and blog posts.

#### 4. Coordinates Social Justice activities and themes across UUCF organizations and with outside groups.

- Looks for opportunities to partner with outside nonprofits and other faith communities to advance social justice goals.
- Recommends and organizes advocacy, actions and witness on key/timely social justice issues.
- Represents UUCF occasionally at major justice events.
- Works with UU organizations and area UU congregations on major initiatives.

#### 5. Reports to the Senior Minister, who completes an annual evaluation.

- Works with the Coordinating Team and Senior Minister to develop annual and strategic plans for accomplishing mission and goals.

- Assists, supports and helps lead congregational anti-racism/anti-oppression/multiculturalism efforts as we together address systems of marginalization, oppression and supremacy.

Knowledge, Skills and Abilities Required:

- A leader who understands the connection between the congregation's spiritual ministry and public witness.
- An experienced leader who takes initiative, works collaboratively and helps develop other social justice leaders.
- Experience instituting programs aimed at dismantling systems of white supremacy and racism.
- Excellent program management and administrative skills.
- Enthusiasm – ability to motivate and energize people.
- Knowledge of community organizing and legislative advocacy.
- Experience building community in an ideologically diverse environment.
- Experience working in a large, dynamic congregational environment, or equivalent.
- Ability to work within a context of theological and spiritual pluralism inherent within Unitarian Universalism.
- Knowledge of Unitarian Universalism is a plus.
- Grant writing and management experience is a plus.
- Bachelor's degree or equivalent experience in a related field.

Competencies Required:

Critical Competencies Required to Succeed in this Role:

- Maintains confidences
- Proactivity
- Problem-solving ability
- Resourcefulness
- Team orientation
- Respect for UU principles, support of the UUCF mission and willingness to enter into a covenantal relationship with other staff members.

I have read and understand the responsibilities and tasks outlined in this job description and am able to perform them as described.

Employee Name: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_