

Social Justice Program Director Position Description

Purpose

The Social Justice Director strengthens the involvement of the congregation in social justice ministries that focus on:

1. effecting systemic social change,
2. providing opportunities for social action and direct service work in the broader community, and
3. integrating social justice volunteerism into the spiritual practices of the congregation.

The Director reviews, approves, and oversees the initiatives and actions of Action Groups or members that are conducted in the name of 1st Unitarian Church or the Social Justice Council.

Key Relationships

The Social Justice Director is a member of the Church Program Staff and reports to the Associate Minister. The Director works cooperatively with the Membership Director and other Program Directors to coordinate the participation of members. The Director attends weekly meetings with ministers, administrative and program staff.

The Director conducts monthly meetings of the Social Justice Council. Ongoing contact and communication with Action Group leaders and members is supported by individual meetings and occasional direct participation in Action Group meetings.

The Director builds relationships with other Social Justice-oriented groups outside the church community, and with other UUA leaders throughout the country.

Qualifications

Education, Training & Experience

- Bachelor of Arts Degree or similar relevant experience
- Professional or volunteer experience coordinating social justice work in an organization
- Experience with community organizing and working with volunteers
- Strategic program management experience preferred

Knowledge, Skills & Abilities

- Knowledge of Unitarian Universalist culture
- Knowledge of Social Justice issues and models of social action
- Strong interpersonal skills, with ability to work well with all types of people, including other community leaders and volunteers

- Excellent written and verbal communications skills, including meeting facilitation, public speaking, and writing articles for publication
- Ability to resolve conflicts
- Knowledge of local, state and national policy-making processes
- Proficiency with commonly used word processing and spread-sheet software

Standards of Performance

Mission & Values

- Supports the Seven Principles of the Unitarian Universalist faith
- Committed to liberal religious orientation
- Committed to collaboration and persuasion

Service Commitment

- Engages and sustains members in the program
- Educates the congregation and broader community about Social Justice issues and the work of the Action Groups and Social Justice Council
- Forms partnerships with other community organizations
- Fosters activities leading to public awareness and legislative initiative
- Brings initiatives to the Unitarian Universalist Association General Assembly and participates in Actions for Immediate Witness and Statements of Conscience as passed by the UUAGA

Team Leadership

- Partners with ministers, program leaders and staff to creatively link social justice with other programs and the entire congregation in service of larger church goals
- Develops the leadership skills of social justice volunteers and helps them to develop, implement, and evaluate yearly plans for action and recruitment of volunteer members

Principal Duties and Functions

1. Volunteer recruitment
2. Program development
3. Leadership development
4. Providing support for new social justice initiatives and projects at community, city, state, national and global levels
5. Training, support and celebration of social justice volunteers

6. Writing and editing contributed articles and columns for *Front Steps* (monthly newsletter) and *Sunday Bulletin* (weekly newsletter)
7. Developing communication vehicles to mobilize members through email, website, bulletin boards, brochures, Sunday social hour tables
8. Budget preparation and reconciliation
9. Quarterly reports to Board of Trustees
10. Grant writing
11. Sermons and public speaking at Social Justice events, within and outside the church
12. Meetings with Social Justice Council, church office, ministers, program staff, individual group leaders and members, and community members working with our church

Major Challenges

- Coordinate multiple and simultaneous projects
- Assure compliance with the missions, guidelines, and values of the church and UUA, and compliance with standards associated with the church's 501(c)3 tax exemption status
- Maintain a structured and organized program in a culture that distrusts hierarchical, authoritative, and bureaucratic systems