

Job Title: Senior Associate for Service-Learning Programs

Department: UU College of Social Justice (UUCSJ)

Reports to: Director of UU College of Social Justice

Grade: 6 (bargaining unit)

Summary: Transformative experiential learning programs are an essential part of UUCSJ's mission to inspire and sustain faith-based justice engagement. Reporting to the Director of the College, this position has primary responsibility to plan, develop and support a strong portfolio of service-learning programs, building on those that already exist (with partner organizations in Haiti, Nicaragua, Mexico/Arizona, and Bellingham, WA). These programs are designed to motivate participants to join related social justice campaigns of the Unitarian Universalist Association (UUA) and of the Unitarian Universalist Service Committee (UUSC) our parent institutions, as well as justice initiatives of our partner organization.

The successful candidate will evidence significant direct experience in developing and leading service-learning programs; will be proficient in Spanish; will possess knowledge of experiential pedagogies; and will demonstrate the leadership skills required to build an exceptional program. These skills will include the ability to research and adapt best practices, formulate related program policies, screen, select and develop programs with service-learning partners when program expansion is needed, and to set and achieve consistent standards for excellence in implementation. In addition, the candidate will demonstrate a deep understanding of human rights and social justice-- the systemic roots of injustice including the dynamics of racism, sexism, classism and privilege; strategies for overcoming them; and successful grass roots change models.

Essential duties and responsibilities:

- Sustain and support existing service-learning programs, and expand and strengthen those currently in development. Evaluate new opportunities and continue to expand and deepen our portfolio of service-learning programs designed to help train effective social justice activists. This will involve continuously evaluating our offerings against a strategic priority screen, maintaining strong relationships with our partner organizations, ensuring program accessibility (i.e. considering location, cost, timing), and continuously searching for improvement opportunities. This responsibility includes developing the annual program plan and budget for UUCSJ service-learning programs for the approval of the Director.
- Recruit, support, oversee and coordinate the pool of part-time program leaders, including creating and running an excellent training retreat each year. Assign leaders to specific programs, ensure their evaluation, and provide opportunities for continuing education specific to their role with UUCSJ.
- Under the leadership of the Director, oversee planning and development of each service learning programs to ensure transformative hands-on experiences and incorporate the UUCSJ Study Guide and other educational elements. Work with UUA and UUSC staff and other partners to solicit ideas, formulate powerful programs, and develop all program details including program itineraries, curricular elements, pre and post activities as well as dates, logistics, pricing and leadership requirements.
- Collaborate with UUSC and UUA Communications and CSJ Associate for Administration and Enrollment to develop marketing communications and provide complete program information for service learning programs to enable optimal recruitment of participants.
- Occasionally lead service learning trips and justice education programs as required, particularly those that are being piloted or require evaluation, in order to continuously strengthen the offerings and curriculum and maintain partner relationships.

- Participate with other UUCSJ staff in the continued improvement of the UUCSJ Study Guide and other core curricular materials.
- Assist UUA, UUSC and UUCSJ staff with participant engagement post-program, to ensure that participants have meaningful options to continue their learning, support our programs and advance justice.
- Assist the Director as requested in working with other staff in development and implementation of other programs
- Perform other related duties as assigned by the Director.

The ideal candidate will have:

- Five or more years proven experience in managing education programs, preferably service-learning programs, and/or providing leadership to community-based social justice empowerment programs.
- Demonstrated leadership skills, particularly the ability to think strategically and comprehensively about ways to build an exceptionally effective program.
- Strong written and oral communication skills in English, proficiency in Spanish; proficiency in French or Haitian Kreyol is also a plus.
- Experience in program planning and budget management that demonstrates strong problem solving and decision-making skills.
- An ability to develop, plan and lead service-learning programs from initial planning through successful completion and follow-up including knowledge of experiential education techniques and experience with participatory pedagogical approaches.
- Experience in program evaluation systems and approaches.
- Strong organizational skills, an appreciation of the importance of managing logistical details and an advanced ability to juggle many critical things at once, sometimes under a significant amount of pressure.
- Strong interpersonal skills including a responsive manner and a service orientation in dealing with the public and an ability to work constructively and collaborative across departments and organizations which may have different priorities or objectives.
- An ability to take initiative, self-prioritize and work independently as well as in a team environment.
- A strong commitment to working in a diverse work environment and the ability to function well in such an environment.
- Significant overseas travel, service-learning or living experience preferred.
- Knowledge of the Unitarian Universalist community.
- Bachelor's Degree or relevant certification in a related field is required. Master's Degree is preferred.

Non-Discrimination and Equal Employment opportunity: UUSC is highly committed to the principle of equal opportunity in employment. People with disabilities, people of color, and people from minority communities are encouraged to apply.

Interested candidates may email a cover letter and résumé in confidence to: employment@uusc.org
or mail to: Unitarian Universalist Service Committee (Attn: Director of Human Resources)
689 Massachusetts Avenue, Cambridge MA 02139

For more information about the Unitarian Universalist Service Committee, please visit: www.uusc.org