

Unitarian Universalist Congregation of Phoenix (UUCP)
4027 E. Lincoln Drive, Paradise Valley, AZ 85253
<http://www.phoenixuu.org/>

Job Title: Social Justice Director

Supervisor: Susan Frederick-Gray, Minister

Schedule: Part-Time, approximately 20hrs/week. Variable hours may include weekday, weekend and evening work, both at UUCP and offsite, mainly in the greater Phoenix area.

Job Type: Exempt employee

Job Period: This position is conceived as a two year position based partly upon grant funding. Start date is ASAP.

Salary/Compensation: \$20,000

SUMMARY JOB DESCRIPTION

The Unitarian Universalist Congregation of Phoenix (UUCP) has a vision to become a prominent voice for human rights and social justice in the area of immigration, specifically with respect to the rights of undocumented immigrants and the need for Comprehensive Immigration Reform (CIR). We plan to achieve this vision through education in congregations, growing coordination between Arizona UU congregations, and strengthened partnerships of advocacy and witness with front line organizations. The Social Justice Director will be an essential part of the staff team at the UUCP by providing vision and oversight to our Social Justice work, with primary emphasis on immigration.

Major areas of responsibility fall into these categories:

1. Educating the team, the congregation and the greater community on the need for social change
2. Building and growing partnerships between UU congregations in Phoenix and in AZ on immigration justice issues
3. Strengthen existing partnership with growing coalition to fight SB 1070 and push for CIR
4. Overseeing the Social Action Committee and the Immigration Task Force
5. Communicating, scheduling resources and coordinating social justice activities within the congregation and in the community
6. Managing and monitoring expenses for Immigration Task Force, Social Action Committee, and Director's professional expenses
7. Participation in Staff and Leadership events

HOW TO APPLY

Please send your resume, cover letter and the contact information for three references to jobs@phoenixuu.org by Monday, August 30, 2010

Social Action Facilitator Detailed Job Description

MAJOR RESPONSIBILITIES

CREATING EDUCATION OPPORTUNITIES WITH UUCP AND BEYOND

Working with the Immigration Task Force, create education opportunities to explore the complexities of the immigration issues and the need for Comprehensive Immigration Reform (CIR), within UUCP. Build relationships with other UUs and faith communities by offering to lead presentations and discussions and presentations on CIR. The major goal is to educate the middle beyond rhetoric or fear, to the need for CIR.

BUILD GROWING PARTNERSHIPS WITH AZ UU CONGREGATIONS

The Arizona UU congregations and the UU congregation in Las Vegas are part of one cluster. We are beginning to work in greater concert to stand together as allies against SB 1070 with the ultimate goal of achieving CIR on the federal level. The Social Justice Director (SJD) will provide support to UUCP Minister in strengthening this partnership. They will also work to create opportunities for leaders of the UU congregations to gather for education, witness and partnership. The SJD will help AZ UU's coordinate efforts to support human rights for immigrants in AZ.

STRENGTHEN PARTNERSHIPS AS ALLIES TO FRONT LINE LATINO AND IMMIGRANT GROUPS

The SJD will work to strengthen partnerships with local Latino and immigrant groups to stand in solidarity and witness for positive change. Current local partnerships include Puente Movement, National Day Labor Organizing Network, Reform Immigration For America (RIFA), Somos America, Border Action Network, Arizona Advocacy Network, etc. This may include attending coalition meetings, meetings of partner organizations and helping communicate information from meetings to UUCP and to the AZ-Las Vegas cluster.

OVERSEEING THE SOCIAL ACTION COMMITTEE AND THE IMMIGRATION TASK FORCE

Work directly with the Immigration Task Force and the Social Action Committee to foster spiritual grounding and reflection in the work of the justice teams. Foster vision, creativity, achievable ends and success in the committees. Help foster collaboration, communication and outreach to other groups at UUCP and to the congregation at large. The SJD is accountable for helping the Immigration Task Force and the Social Action Committee lead the congregation in carrying out our mission to share journeys, grow in spirit, and advance justice. Keep our justice work grounded in the health and mission of UUCP. The SJD must be able to organize, recruit, manage and appreciate teams of volunteers and leaders and provide ways for them to be sustained in the work.

COMMUNICATING, SCHEDULING AND COORDINATING ACTIVITIES

Ensure that Social Justice events, information and opportunities are communicated to the leadership and congregation through personal contact, weekly electronic newsletters, monthly Horizons journal, brochures, and flyers. Ensure space is scheduled and coordinated on master calendar through the Administrator as far in advance as possible.

BUDGET

With input from the Social Action Committee and Immigration Task Force, prepares and presents the annual budget requests for both groups. Responsible for overseeing the expense budgets and resources of the Immigration Task Force and the Social Action Committee. Review monthly transaction detail from bookkeeper to ensure accuracy and to ensure that the Social Justice programs do not exceed budget.

STAFF AND LEADERSHIP PARTICIPATION

The SJD is an integral part of the UUCP Staff team. Attend weekly staff meetings and quarterly UUCP Council Meetings, participate in program sub-council leadership. Participate in annual performance evaluation conducted by Minister. Assure compliance with the mission, policies, guidelines and values of UUCP and compliance with the standards associated with the congregation's 501(c)(3) status.

OTHER PROFESSIONAL ACTIVITIES

Engage in professional development activities: Working within schedule and budget constraints, the SJD is encouraged to participate in conferences and workshops (including district or denominational events) to further Social Justice development in the congregation. Attendance at AZ-Las Vegas religious professional's cluster will be essential.

CRITICAL PERFORMANCE FACTORS

Demonstrate Job Knowledge: Be a resource for UUCP and demonstrate knowledge of Social Justice issues and models of social action, knowledge of Unitarian Universalist culture. Knowledge of funding resources and grant writing. Must demonstrate an ability and interest for grounding social justice work in spiritual depth and reflection. Demonstrate an understanding of broad organization goals and policies (appropriate to time in the position)

Communication: Excellent written and verbal communication skills, including meeting facilitation, public speaking, and writing articles for publication, use of social networking media. Professional and friendly manner in person, on the phone and in written communication (email, notes, letters). Easily relates essential and appropriate information to minister and other staff as needed, expresses self clearly, responds in timely and professional manner to concerns, easily approachable.

Interpersonal Skills and Teamwork: Demonstrate strong interpersonal skills with the ability to work well with people at all levels of experience and authority, including other community leaders and volunteers. Maintain productive, professional relationship with congregation and public. Build effective working relationship with minister, staff and volunteers. Foster and supports the work and success of minister and congregational staff team. Demonstrate ability to handle criticism, disappointment, frustration, praise and joy with equilibrium. Demonstrate ability to resolve conflicts

Administration: Maintain smooth operations in area of responsibility, secure and creatively use resources to achieve goals, administer and support congregational initiatives and policies, and maintain Social Justice records in a usable and accessible manner.

Organizing and Planning: Assigning people, resources and tasks to meet goals. Scheduling time

productively, anticipating problems and preparing contingency plans, achieving tasks in timely manner, adjusting plans as necessary.

Boundaries and Confidentiality: Clear understandings of boundaries of position, keeping confidential sensitive pastoral, financial or administrative information. Know when and to whom to make referrals to other staff or outside resources.

Decision Making/Problem Solving: Be able to analyze complex problems and identify practical and creative solutions. Be able to gather necessary information and make decisions in a timely manner.

Initiative/Responsibility/Quality: Work independently, identify priorities and take action to meet goals, reliable and punctual attendance, thoroughness and attention to detail, seek out necessary information and resources.

DESIRED EXPERIENCE AND SKILLS

- Masters degree in a field related to social justice and at least two years related experience
- Professional or volunteer experience coordinating social action/social justice work in a non-profit organization
- Experience with community organizing and working with volunteers
- Knowledge of local, state and national policy making processes
- Excellent writing and verbal skills, including public speaking ability
- Social networking experience
- Experience in project management
- Experience managing volunteers
- Enthusiasm for Unitarian Universalism

REQUIREMENTS

- Display obvious passion for social justice in a religious community
- Bachelor's degree or equivalent experience
- Experience coordinating the work of volunteers
- Strong computer skills and comfort with electronic communication, including email, internet, and MS office applications such as Word and Excel
- Strong boundaries and ability to keep confidentiality
- Independent transportation
- Personal computer that can be used for the job

DEPARTURE

To minimize disruption of Social Action programming, the Congregation requests three months notice of resignation if leaving before end of appointment term. After this appointment, further employment at UUCP may be available but cannot be guaranteed.

BENEFITS

- Prorated half time employee-paid Health Insurance available

- UUA pension plan if already vested in UUA system
- Vacation: two weeks annually
- Professional Expenses: reimbursed according to annual budget
- Optional medical and dependent care Flexible Spending Accounts (FSA) available
- Unemployment insurance is not available