



Congregational and Volunteer Coordinator

Unitarian Universalist Urban Ministry
Roxbury, MA

Unitarian Universalist Urban Ministry

The Unitarian Universalist Urban Ministry (UUUM) is a non-profit, non-sectarian organization with a mission to work across race and place to dismantle racism and white supremacy culture and to advance racial, economic, and social justice. We envision a Greater Boston where all people live with freedom and dignity, and have equitable access to resources and opportunity to shape the present and the future. Over its 190-year history, the UUUM has created many channels to conduct its work in addressing social injustice, and continues to evolve in order to do so.

Visit our website at <http://www.uuum.org> for more information.

The Role

The Congregational and Volunteer Coordinator is a new position created to enable UUUM to live into our new outwardly focused mission. The person in this position will facilitate connections between supporters in our 46 member congregations, UUUM programs, and organizations and individuals in the Roxbury community. The person in this position is responsible for working within our community to build relationships and develop meaningful engagement opportunities.

The Congregational and Volunteer Coordinator will be a key member of the Development Team, and will work collaboratively in the areas of relationship building, outreach and communications, and creating effective ways to grow the impact of those engaged with the organization.

Responsibilities

Community Engagement:

- Plan and implement volunteer and internship recruitment, orientation, ongoing training, scheduling, placement, and recognition activities
- Build a network of volunteers from member congregations, neighborhood members, local organizations, and past UUUM program participants
- Recruit and engage with volunteers to identify how they can put their skills to best use in the organization and/or community
- Meet with volunteers to gauge success of placement to ensure they feel supported
- Meet with staff/community members to gauge success of volunteer placements and roles and act as liaison between UUUM and our volunteers
- Coordinate ongoing support, education, and engagement opportunities for volunteers
- Work collaboratively with program staff to understand and coordinate program needs
- Attendance at events that will welcome UUUM supporters (e.g., UUUM Walking Tours)

Communications and Development:

- Develop and manage internal and external volunteer program communications and collaborative relationships
- Serve as primary liaison between UUUM programming and delegates from member congregations
- Coordinate in-kind donations to the UUUM
- With Director of Development and Communications, and in the context of the UUUM's fundraising goals, coordinate volunteer stewardship

Qualifications

- Relationship building
- Emotional intelligence
- Self-awareness
- Commitment to UUUM's mission and to growing in one's ability to see white supremacy, name it, and dismantle it.
- Team player
- Very good written and verbal communication skills
- Ability to give and receive feedback, honestly, skillfully and non-defensively
- Capacity to see the deeper transformative meaning in what we are doing, and what volunteers are doing, and convey that.
- UU ministers, religious professionals, or someone with a solid understanding of UU congregational life and UU values are strongly encouraged to apply.

Additional Information:

- The Unitarian Universalist Urban Ministry actively seeks diversity in its programming. Bilingual/bicultural candidates and LGBTQIA+ candidates are encouraged to apply.
- This is a 40-hours-per-week position. Hours are typically 10-6, Monday through Friday. However, hours are somewhat flexible as training and outreach obligations may occur in evening hours and weekends.
- Though some work from home is fine, the majority of the work time will be here on site to promote staff collaboration and a more vital involvement in the Roxbury community
- All UUUM full-time employees participate in at least 3 events the annual calendar
- While this is a full time, permanent position, we are open to creating an interim post for 1- or 2 years for someone who is looking for that
- This position reports to the Director of Development and Communications.
- The UU Urban Ministry offices are pet-friendly.

Salary and Benefits:

- Annual Salary: \$60,00 - \$65,000
- Benefits: Health, Dental, and Vision Insurance, 403B Retirement Plan with employer contributions after 1 year of continuous employment, 15 Vacation Days, 12 Sick Days, 3 Personal Days, 13 Observed Holidays, Life & LTD Insurance, and Flexible Spending Plan

To apply: Send a resume and thoughtful cover letter to Director of Development and Communications Vinnie Myles at vmyles@uum.org with the subject line: Congregational and Volunteer Engagement Coordinator. ***Please note that resumes without a cover letter will not be considered.***