

Partnerships and Volunteer Coordinator

Unitarian Universalist Urban Ministry
Roxbury, MA

Unitarian Universalist Urban Ministry

The Unitarian Universalist Urban Ministry (UUUM) works 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. Since its founding in 1826, the UUUM has been working side-by-side with underserved urban residents to help build the skills necessary to better their lives. Over its 190-year history, the UUUM has created many channels to conduct its work in addressing social injustice.

Today, UUUM programs focus primarily on serving Roxbury high school youth and Boston-area survivors of domestic violence, as well as on supporting community engagement across differences, especially those defined by race, class, neighborhood, and faith. Located in the center of Roxbury, we provide services to members of communities that are predominantly home to people of color, including the neighborhoods of Roxbury, Dorchester, Hyde Park, and Mattapan. Moreover, our programs are tailored to meet participants where they are, and we have expertise in working with LGBTQ people, immigrants, English language learners, and low-income children and adults.

The UUUM is a non- sectarian, non-profit organization.

This position supports the volunteer and programmatic needs of all UUUM programs, including Believe in Success, Roxbury Youth Programs, Renewal House shelter, and community engagement activities. This position is also responsible for working within our community to build relationships and develop engagement opportunities. It also provides development and general administrative support.

Role:

The Partnerships and Volunteer Coordinator has the primary responsibility of ensuring the functionality and success of the volunteer program at the UU Urban Ministry, and developing and growing relationships with local organizations and businesses to grow a network to ensure meaningful engagement opportunities. In addition, the person in this role will be responsible for the recruitment, education and training, placement, and supervision of volunteers and interns that support the programs, services, and operations of the UUUM, as well as those of our community partners. Additionally, the Partnerships and Volunteer Coordinator will help foster meaningful engagement opportunities and develop partnerships between our volunteers and community. The person in this role will work cooperatively with the Director of Development and Communications to propose, adopt, and continuously improve partnership and volunteer programming, including policies and procedures.

Responsibilities:

Volunteer Program:

- Develop, plan, and implement volunteer and internship recruitment, orientation, ongoing training, scheduling, placement, and recognition activities
- Work collaboratively with Director of Programs and program staff to understand program needs and to coordinate appropriate orientation, training, supervision, support, and evaluation for all volunteers and interns
- Develop and maintain relationships with local organizations and businesses and assemble a list of engagement opportunities for UUUM volunteers in the community

- Recruit and engage with volunteers to identify how they can put their particular skills to best use in the organization and in the community
- In coordination with Director of Development and Communications, and with consultation from program staff, work to improve, expand, and implement necessary changes to existing volunteer and internship programming
- Coordinate and manage volunteer teams visiting for service learning days
- Build a network of volunteers from neighborhood members, local organizations, and past UUUM program participants
- Meet with volunteers to gauge success of placement to ensure they feel supported
- Meet with staff to gauge success of volunteer placements and roles and act as liaison between program staff and volunteers
- Develop and administer volunteer screening process, including pre-volunteer interviews, CORIs/SORIs, reasonable accommodations, and other required paperwork for new volunteers
- Maintain volunteer and internship records; develop and maintain database system including all volunteer contact information, timesheets, evaluations, etc.
- Coordinate ongoing support, education, and engagement opportunities for volunteers
- Track and evaluate their participation and the impact of this professional development
- Develop and facilitate orientation and training sessions to serve agency staff and volunteers
- Coordinate and schedule all volunteer orientations and trainings

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
- Maintain timely management of volunteer and internship communications and correspondence, including, but not limited to written evaluations and recommendations
- Coordinate in-kind donations to the UUUM
- Coordinate holiday in-kind donation drive for UUUM programs
- With Director of Development and Communications, and in the context of the UUUM's fundraising goals, coordinate volunteer stewardship

Administrative Duties:

- Attend monthly staff meetings
- Participate in regular supervision with the Director of Development and Communications
- Maintain appropriate files, records, documentation, and statistics
- Submit reports and information as needed for reporting to funders, board of directors, and others
- Help to create a positive working environment for staff and volunteers and a welcoming culture at the UUUM
- Maintain absolute confidentiality of information, written or verbal, according to UUUM policy and legal requirements
- Provide technological support as needed, particularly with virtual events and meetings, as well as some communications and social media support
- Experience with website management, especially Wix online software, a plus

Qualifications:

- Experience working with one or more of the following populations, preferred: survivors of domestic violence and/or youth
- Knowledge of issues related to racial justice, youth empowerment, domestic violence, trauma, mental health, and community resources
- Commitment to a social-justice oriented, anti-oppression framework, and application of a trauma-informed approach
- Strong interpersonal skills
- Experience with recruiting volunteers and/or conducting outreach
- Excellence in volunteer coordination, facilitation, and/or events management
- Excellent verbal and written skills required
- Enthusiastic about working collaboratively in a diverse environment
- Strong administrative and organizational skills (including comfort with Microsoft Word, Excel, and Google products)
- Experience using electronic database programs
- Ability to work independently, as well as collaboratively
- Excellent time management skills, attention to detail, judgment, and ability to prioritize and manage multiple tasks
- Ability to represent the UUUM in a professional and exceptional manner
- Bachelor's degree preferred, but will consider candidates with varied educational backgrounds and experience

The Unitarian Universalist Urban Ministry actively seeks diversity in its programming. Bilingual/bicultural candidates and LGBTQ 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 on weekends.

Competitive salary and benefits

This position reports to the Director of Development and Communications.

To apply please send resume and cover letter to Vinnie Myles at: vmyles@uum.org.