

Position: Community Economic Engagement Coordinator
Unitarian Universalist Urban Ministry
Roxbury, MA
Start date: September 1, 2024
Reports to: Executive Director

Position Summary: The Unitarian Universalist Urban Ministry (UUUM) is seeking candidates for the newly created position of Community Economic Engagement Coordinator, to advance our mission to work for racial, social and economic justice in Greater Boston.

The coordinator will connect community-based organizations with our resources to amplify a shared commitment to justice. We seek an independent, highly organized and creative team player with a passion for justice, who can launch this new position with intention and focus.

UUUM: The UUUM is one of the oldest faith-based social justice organizations in the country, and includes a membership of 46 Unitarian Universalist congregations in Greater Boston. We are grounded in Roxbury, and committed to celebrating and partnering within this vibrant Boston neighborhood. Currently we provide after-school programming for youth, a domestic violence shelter, a tours program, and cultural and educational events.

We 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.

Visit our website at www.uuum.org for more information.

Key Roles:

The Community Economic Engagement Coordinator will:

- Bring information and resources about professional training and job opportunities to our afterschool and summer youth programs.
- Bring in speakers and organizational representatives to broaden opportunities for the youth we serve.
- Connect economic programs and resources with the local Roxbury community, inviting organizations to utilize our indoor and outdoor space, and leading community outreach. These economic opportunities include career fairs, job training programs, tax assistance, benefits assistance, housing information, and policy advocacy. The Coordinator will create a robust schedule of meaningful economic opportunities on our campus, and do outreach to the local community.
- Promote a collaborative and consistent approach to event planning, community engagement, and events.
- Build relationships with organizations and efforts working for economic justice in Roxbury and Greater Roxbury, and connect them with our congregational partnerships coordinator, so member Unitarian Universalist congregation can engage in their work.

- Facilitate responsiveness and communication between UUUM and the local Roxbury community. Provide consistent communication to Development office/Congregational Partnerships Coordinator to assist with information member UU congregations of opportunities to engage and support community work
- Assist in fostering economic growth by working with local businesses and maintaining professional relationships with community leaders and business owners; building pathways for our tours and other programs to drive dollars to local businesses; and connecting opportunities for economic engagement with our Congregational Partnerships Coordinator and UU congregation.
- Serve as a primary point of contact for implementing the UUUM vision for the Boston/Roxbury community.

Education and Experience Requirements:

- Bachelor's Degree from an accredited college or university with major course work and/or professional experience in business, public affairs, urban planning, communications, public relations, marketing, or a related field, and a minimum of three to five years of related experience required.
- Ability to plan and lay out assigned work projects and work independently or in a team environment with minimum supervision.
- Ability to work extended hours, occasional evening hours. This position will require flexible working hours to serve the community, local businesses, and member congregations.
- Knowledge of and commitment to Roxbury and Boston's BIPOC neighborhoods and community
- Experience working with a broad range of people

Skills:

- Strong organizational skills and attentive to details
- Leadership and management through effective communication and collaboration,
- Ability to use team resources well
- Personal accountability and responsibility.
- Self-starter, able to see the big picture and put plans into action.
- Enjoys creating new programs and events
- Team player
- People-oriented
- Dependable
- Committed to justice, especially passionate about closing the racial wealth gap.

Additional Information:

- The Unitarian Universalist Urban Ministry actively seeks diversity in its programming. Bilingual/bicultural candidates and LGBTQTIA+ 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
- All UUUM full-time employees participate in at least 3 organizational events on the annual calendar
- The UU Urban Ministry offices are pet-friendly

Reports to: Executive Director & Senior Minister

Salary and Benefits:

Annual Salary: \$60,000- \$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 Special Projects Monique Marshall Veale at mveale@uum.org with the subject line: Community Economic Engagement Coordinator. *Please note that resumes without a cover letter will not be considered.*

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