

Eno River Unitarian Universalist Fellowship

Justice Coordinator

Position Description (2023)

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Eno River Unitarian Universalist Fellowship (ERUUF) is a caring, open-minded, and progressive religious community that seeks to make a difference in the larger community. The Fellowship is committed to racial equity and inclusion and to growing as a multicultural community, and seeks candidates that can help us live into that potential.

Position: Justice Coordinator (Part-time)

Purpose: The Justice Coordinator is a member of the senior program staff and serves as staff partner with primary responsibility for working with the congregation's Justice Ministry and its Action Groups.

Reports to: Lead Minister.

Supervises: No direct supervision of other staff.

FLSA: Non-exempt from overtime.

Work Schedule: 15 hours/week, including periodic evenings and weekends.

Responsibilities and Duties:

Mission and Vision

- Collaborate with the Lead Minister in carrying out the Mission, Vision, and Strategic Plan of the Fellowship.
- Coordinate, strengthen, and support lay leadership in working toward the annual vision, goals, and activities of the Justice Ministry.
- Increase visibility, coordination of, and participation in ERUUF's Justice Ministry programming.

Justice Coordination

- Work with the Justice Ministry Council (JMC) leadership to plan, schedule, and encourage participation in regular Council meetings, and periodic congregation meetings.
- Collaborate with ministers and senior program staff to support the development and implementation of justice activities and programming.
- Regularly utilize a variety of internal and external communication channels to convey clear and relevant information to staff, volunteers, congregation, and the community that increase visibility and encourage participation in the congregation's justice activities.
- Work with justice leaders to build capacity for the congregation's deeper engagement by employing organizing efforts, leadership development, and volunteer recruitment.

Community Engagement

- Work with the Lead Minister to effectively represent ERUUF in the larger community.
- Strengthen the congregation's partnerships and engagement with justice-focused organizations and events in Durham, and in its involvement with the UU Justice Ministry of North Carolina.
- Regularly meet with each Action Group leader to assess levels of community engagement and to provide support in the development of relationships and programming.
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Administration

- Participate in senior program staff meetings, periodic trainings, and other staff events as requested. Attend and participate in Justice Ministry activities and events.
- Maintain awareness of JMC and Action Group financial activities; collaborate when appropriate.
- Provide advice and guidance, as needed, on administrative tasks of the JMC and Action Groups.

Education and Experience

- 3 years work experience that includes work in an office environment.
- Knowledge of Durham and other local social and environmental justice organizations.
- Knowledge of and commitment to Unitarian Universalist principles and values.
- Strong computer, software, and Internet skills; solid working knowledge of Google docs/calendar, MS Office Suite to include Word and Excel, with the ability to learn new software and database applications.

Core Competencies:

- Interest in the practice of faith-based justice work.
- Excellent interpersonal skills, with the ability to listen, reflect, and collaborate effectively with ministers, staff members, visitors, and volunteers.
- Self-motivated; able to solve problems and create solutions; initiate and follow through on responsibilities with minimal supervision.
- Excellent organizational and administrative skills; strong attention to detail.
- Able to develop and delegate to volunteers.
- Anti-racist and multi-cultural competency, with the ability to maintain interpersonal confidentiality, appropriate boundaries, and interact in a professional and sensitive manner with a diverse group of people.
- Excellent written and oral communication skills.

Physical Requirements

- Able to move around our campus and communicate clearly.

Compensation

- The Justice Coordinator position is 15 hrs/week.
Rate: \$20/hour

To Apply

Please send an email to justicejob@eruuf.org with the title of the position in the Subject line, and with cover letter and resume attached.

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