

Job description for the
Social Justice and South Bay Ministry Teams Coordinator (SB/SJ Coordinator)

Reports to: Lead Minister
Effective: July 1, 2017 or when filled
Status: Full-time
FLSA: Exempt

Job Summary

The South Bay/Social Justice (SB/SJ) Coordinator is an integral member of the program ministry at First Unitarian Universalist (UU) Church. This position has two primary responsibilities. As Coordinator of the Social Justice Ministry Team (SJMT), the person in this position will provide support, leadership, direction, and resources to SJMT lay leaders and the leadership team of SOLACE (Souls Offering Loving & Compassionate Ears). SOLACE is a volunteer-led group of lay leaders who visit people in immigration detention and offer loving and compassionate listening. As Coordinator of the South Bay Campus, logistical support will be provided on-site and in support of the ministerial staff at our South Bay campus. We expect our ministry team work to occur through the lens of racial justice and dismantling racism, both internally and externally.

Essential Functions:

Coordinator of the Social Justice ministry team (80%)

- Facilitate meetings of the Social Justice Ministry Team leadership
- Provide support for the events and activities of our six lay-led social justice Action Teams (Immigrant & Racial Justice, Climate Justice, Rainbow Action, Civic Engagement, Reproductive Justice, Economic Justice), and foster group collaboration
- Coordinate the selection of Generosity Offering recipients and collect/prepare the required supporting documentation (501c3 letters, offering words)
- Prepare and disseminate the weekly Social Justice Opportunities newsletter
- Recruit and organize volunteers for the annual Interfaith Shelter
- Foster connections between the congregation and community partners in the San Diego region
- Connect congregants to opportunities to volunteer and serve within the church and in the wider San Diego community
- Recruit, train and support leadership development in our volunteers
- Offer community-organizing based training for lay leaders as needed
- Collaborate with ministers, staff, and lay leaders to organize the church to bear witness to justice issues in the community
- Create an annual report for the Social Justice Ministry Team
- Maintain a Sunday presence at the Hillcrest campus twice a month
- Support SOLACE leaders in the following ways (approximately 10 hours/week)
 - Provide support to volunteers
 - Attend leader and volunteer meetings

- Work with lay leaders to coordinate information and orientations for new volunteers
- With the leadership team, organize regular trainings for volunteers
- Maintain a relationship with Immigration and Customs Enforcement and Correction Corporations of American
- Support lay leaders to create new interfaith partnerships
- Maintain and develop community partners (i.e., ACJUL, Casa Cornelia, CIVIC, etc.)
- Ensure the website is updated

Coordinator of the South Bay campus (20%)

- Support the ministerial staff at South Bay
- Assist in preparations for Sunday morning setup (work out logistical details, ensure required supplies and other materials are available, etc.)
- Assist with community-oriented social justice projects

Other Responsibilities

- Participate in staff meetings to foster collaboration across programs and supervision meetings with the Lead Minister

Minimum Qualifications:

Bachelor's degree (in social justice or community organizing) or related experience in similar field

Previous project-based management experience

Bi-lingual, bi-cultural in English and Spanish (strongly preferred)

- Training and experience in community organizing models
- Experience with faith-based work
- Demonstrated leadership and group facilitation skills
- Familiarity with community agencies and organizations, or a demonstrated ability to build relationships with community partners and work on a team
- Excellent interpersonal communication skills; manage email lists and timely correspondence
- Technical proficiency: i.e., word processing, spreadsheets, social media
- Have own transportation

Physical Requirements:

Able to move freely in and out of different ministry settings (offices, businesses, places of worship)

Able to lift up to 25 lbs.

Able to assist moving light-weight tables and chairs

Able to transport office supplies from Hillcrest campus to South Bay campus

Able to speak in a public forum

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Please email your cover letter, resume and three references to careersfirstusd@gmail.com

Please, no direct calls. Applications will be accepted until the position is filled.