

UU CLASS CONVERSATIONS

COORDINATOR - JOB POSTING

UU Class Conversations educates Unitarian Universalists about class awareness and inclusion – empowering our religious movement to dismantle classism within our congregations and communities. Our volunteer Steering Committee is seeking to hire a paid Coordinator who will work between 30 and 35 hours per month and focus on the priorities below. This is a stipend position, paying \$7,800 per year.

FUNDRAISING & FINANCES (about 20 hours per month/5 hours per week)

- Fundraises for UU Class Conversations, including major donor solicitation; coordination of online fundraising campaigns; strategic partnership development; networking and collaboration with Steering and Advisory Group members and partnering congregations; and oversight of grant proposal and reporting processes.
- Works with Treasurer to ensure budget accountability (e.g. cash flow, appropriate bookkeeping, timely payment on and reimbursement of expenses, regular reporting to Steering Committee).
- Serves as primary liaison to any UU Class Conversations fiscal agents.

WORKSHOP COORDINATION (about 7 hours per month)

- Responds to inquiries about UU Class Conversations workshops, provides logistical information to interested groups, schedules workshops, and connects groups with workshop facilitators once a date is set.
- Supports groups in publicizing workshops and answering questions about space, lodging, or equipment needs. Communicates clear payment schedule for workshop, including payment of travel costs and any other expenses incurred.
- Maintains clear, up-to-date records and documentation on workshop arrangements, to be shared with facilitators and Steering Committee members as needed.

LEADERSHIP (about 5 hours per month)

- Participates in monthly meetings of the Steering Committee.
- Participates in Leadership Team meetings to determine Steering Committee meeting agendas and long-range planning.
- Acts with Steering Committee Chair as public face representing UU Class Conversations to the UUA and other organizations, the media, and in other public-facing opportunities for the organization.

Please submit a resume, cover letter, and contact information (phone and e-mail) for three references to info@uuclassconversations.org by February 10.