



CANADIAN
UNITARIAN
COUNCIL

CONSEIL
UNITARIEN
DU CANADA

POSITION DESCRIPTION

SOCIAL RESPONSIBILITY COORDINATOR

The Social Responsibility Coordinator:

- monitors social justice events on a regional, national and international scale;
- coordinates Canadian UU social justice activities;
- communicates with, support and connect the CUC's congregations and communities in mutually agreed-upon social justice initiatives which are in tune with the CUC's goals;
- coordinates the CUC's Refugee Sponsorship Agreement Holder program and ensuing actions with congregations;
- provides support to the Executive Director, the Board's Social Responsibility Liaison and the Social Responsibility Monitoring Groups of the Canadian Unitarian Council.

Reporting

This position reports to the Executive Director.

Responsibilities:

- Monitoring social justice issues
- Maintaining current knowledge of refugee and Sponsorship Agreement Holder issues, and coordinating actions as necessary
- Arranging teleconferences
- Preparation and distribution of minutes of meetings
- Assisting with preparing and posting communications to all levels of government
- Participation in the Resolutions Process as necessary and appropriate
- Coordination of CUC social justice activities as required
- Providing current information on CUC SR activities to staff and Board, and on social media

Qualifications:

- A commitment to social justice issues
- A thorough understanding of Canadian UU principles and sources
- A working knowledge of past Canadian UU social justice resolutions
- Thorough knowledge of aspects of congregational life, Unitarian Universalist ministerial processes, Unitarian polity practices, and systems theory
- Excellent interpersonal and relationship-building abilities



- Strong communication skills, both written and verbal, with a fluency in computer platforms and applications
- Proven facilitation and leadership skills
- Ability to coordinate activities and meetings on local, regional and national levels
- Organized and detail-oriented
- Ability to work well under pressure and deliver excellent results
- Ability to work independently and remain self-motivated
- Ability to think strategically and to develop effective work plans
- Ability to work productively with diverse personalities
- Ability to meet deadlines, multitask and work independently as well as with a team
- Experienced with volunteer recruitment, retention and support
- Ability to travel
- Flexibility to work evenings and weekends as required