



Chorus Coordinator Position: 2024

Job Title: Chorus Coordinator

The Chorus Coordinator logistically supports all aspects of Chorus, the Canadian Unitarian Council's (CUC) national young adult (YA) conference. This is a 5 month part time contract position, with the option of a second year renewal.

Every other year ("Standalone years"), Chorus occurs as a self-contained four-day conference for young adults (18-35 year olds) over the May long weekend, as there is no National Conference of the CUC on these years. Chorus occurs in geographic proximity to CanUUdle, the national youth conference, which allows for some shared activities.

The goal of this event is to provide young adults with an opportunity to build community with each other and with the bridging youth who are joining the YA community, as well as to support their ongoing faith formation as Unitarian Universalists.

The Chorus Coordinator will work closely with a small team of YA volunteers (the "Chorus Staff Team"), as well as the CanUUdle Worship Coordinators for the Youth and Young Adult-led Worship. They will receive direct support and supervision from the CUC YaYA Ministry Staff.

See the "Chorus Coordinator Duties" at the end of this document for a complete list of responsibilities.

Chorus Coordinator Qualifications

Required:

- Available for the required hours for the duration of the planning period (January - May 2024)
- Availability on-site for the duration of Chorus in Edmonton, AB (Thursday, May 16 – Monday May 20, 2024)
- Reliable and consistent access to phone and computer with internet
- High level of competency with web and technical platforms
- Excellent communication skills, including the ability to build strong relationships with host planning teams and local congregational staff
- Proactive planner and communicator, comfortable asking for help
- Experience planning and leading worship
- Strong organizational skills
- Event planning experience
- Ability to work independently with minimal supervision as well as with a team
- Attention to detail
- Ability to handle multiple tasks and deadlines
- Commitment to anti-oppressive and inclusive practice
- Ability to create a welcoming and inclusive environment at the conference



Assets:

- Personal experience and knowledge of Canadian Young Adult conference structures and culture
- Experience with, and passion and enthusiasm for youth and young adult ministry
- Experience leading worship for large, multigenerational audiences
- Familiarity with UU Small Group Ministry practices and group facilitation
- Valid driver's license
- Interest in holding the position for 2 years

Time/Hours: This is a contract position from January to late May, 2024. The bulk of the hours will be in April and May, with a full weekend commitment at the time of the conference. The Chorus Coordinator will need to be available for phone/video meetings ahead of the conference, and should be on site in Edmonton on Thursday, May 16.

Estimate of hours between January and May:

January - February: 2-3 hours/week

March - April: 4-5 hours/week

May: 7 hours/week and full weekend of conference (Thursday to Monday)

Pay and Compensation: Honorarium of \$2900 (\$20/hr) as well as paid conference-related expenses. The honorarium will be paid in installments on a mutually agreed upon schedule.

Conference expenses:

All conference-related expenses* will be paid for the Chorus Coordinator, including:

- Travel to and from conference location
- Registration fee
- All meals from Thursday to Monday
- Accommodation for Thursday, Friday, Saturday and Sunday nights
- Reimbursement for any program-related expenses and supplies

**The CUC is able to book travel and pay for major expenses, instead of having Chorus staff pay and be reimbursed.*

Location: Work from home, and on-site in Edmonton during Chorus. Access to a cell phone and computer with reliable internet required.

To Apply: Please prepare an application that includes:

- A C.V. detailing related job and volunteer experience
- Responses to the following application questions:
 - a. Why would you like to take on this position?
 - b. What skills and experience do you bring that would make you a good fit for this role?



- Two references, with email and phone contact info: one reference from someone within the Canadian UU young adult community, and one reference who can speak to your organizational and event planning experience.

Email application to the CUC Hiring Committee (jobs@cuc.ca), using subject line “Chorus Coordinator - *your name*”. Please have all components of the application in one attached file, not in the body of an email.

Application deadline: Tuesday, November 7, 2023 at midnight PST

Interviews: November 13-17, 2023

Reporting to: Casey Stainsby, CUC Youth and Young Adult Program Manager

Chorus Coordinator Duties

Overall:

- Maintain regular check-in calls/meetings (every two to three weeks) with the CUC YaYA Staff throughout the planning period
- Keep a record of hours worked (timesheet will be provided)
- Ensure that all logistical, communications and programmatic aspects of the YA con (outlined below) are thoroughly attended to
- In consultation with the YaYA Staff, decide what kinds of online participation will make sense for the event, and arrange for them.
- With the YaYA Staff, determine what volunteer roles should exist to support Chorus, their responsibilities, and recruit and orient volunteers for these positions
- Ensure that the YA volunteers (“Chorus staff”) understand their responsibilities and that each volunteer is supported in carrying out all tasks their position requires
- Host at least 3 “All-Staff” conference calls leading up to the Con and work with the team on these calls to build a vision for Chorus, come together as a team, and support each other in planning the con
- At Chorus - help ensure an environment of safety and inclusivity. Any rule violations must be reported immediately to the YaYA Ministry staff and follow-up will follow their direction.
- Maintain financial responsibility, following the budget as agreed upon and submitting any expense claims in a timely manner.
- Ensure evaluations are done and create a brief report summarizing the evaluations’ results and the programming that was created for this year’s conference

Overview of specific responsibilities:

- Chorus programming
 - With some YA volunteers, design and facilitate a connective, engaging and spiritual program for YAs
 - At a minimum this program should include:



- Icebreakers and Orientation on the first night
 - 2-3 worships
 - 2-3 small group (Chalice Circles) check in opportunities
 - Other workshops or activities to build community, explore a topic more in depth, and support YA faith formation (you don't need to design/lead these yourself!)
- Chorus logistics
 - With YaYA staff and YA volunteers, ensure these logistics are thoroughly attended to:
 - The event is well publicized, including designing a poster/graphic to be shared via social media and CUC communications, as well as direct reach-outs to individual YAs and congregations
 - All necessary information is communicated with the host congregation or site, while building a positive relationship
 - All technological equipment necessary is obtained, tested, and run by someone competent
 - Arrange for an opportunity for participants to shower at least once during the weekend
 - Transportation support for YAs; possibly via organizing local UU volunteer drivers
 - A Food Coordinator is recruited, oriented and supported
 - A pre-packet is sent out to all registrants no later than two weeks before the event
 - Participate in supplies shopping the day before con, and final clean-up after con
- Bridging Youth and Young Adult Dinner
 - Secure a venue for the dinner in consultation with YaYA Staff
 - This venue should be a restaurant within walking distance to the Unitarian Church of Edmonton, can accommodate a reservation for 30-40 people, is within our budget, and whose menu is appropriate for a range of dietary needs
 - This meal may also be catered and eaten at the Church, depending on space availability and scheduling.
 - Organize community building activities for before and during the dinner that facilitate the bridging youth and the YAs present getting to know each other
- Youth and Young Adult-led Worship (aka the Bridging Ceremony)
 - Ensure 1 – 2 young adults are recruited to participate in planning and leading of the YaYA-led Worship (to be held at the Unitarian Church of Edmonton)
 - The Chorus Coordinator can act as one of these YAs or recruit others