



UNITARIAN UNIVERSALIST MINISTRY FOR EARTH

Respect Life. Restore Earth. Renew Spirit.

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CreateClimateJustice.net Outreach Specialist

March 22, 2018

Summary:

The CreateClimateJustice.net Outreach Specialist is a contract part-time position to manage strategic outreach for the launch phase of a new web platform to catalyze and support Unitarian Universalist and allied/coalition community organizing for climate justice: CreateClimateJustice.net.

Responsibilities:

- Recruitment outreach to congregations and individuals active in climate justice work to invite them to the portal
- Support and participate in a group process for recruitment outreach with other staff and volunteers, with clear processes for tracking and reporting of work
- Participate in regular video conference staff meetings for program and communications coordination
- Communications follow-up and support for new members to the website, troubleshooting sign-up and early-use
- Supporting new group creation on the platform, working with group moderators to create profiles and become comfortable with platform use and management.
- Communicate user feedback to UUMFE Program Director and site development team

Qualifications:

- Excellent writing and communication skills
- Excellent task management and organizational skills
- Ability to work independently with off-site supervision required, including comfort with video conferencing
- Familiarity with Unitarian Universalism required. Demonstrated commitment to, understanding of, and passion for the intersections of environment, climate, social justice, and anti-oppression
- Ability to work well with a team
- Comfort with navigating new web applications
- Troubleshooting and tech-support experience is a plus

Reports to: UUMFE Program Director

Hours: 15 hrs/wk

Pay: starting at \$15 per hour

Duration: 15 weeks -- potentially longer

Location: anywhere

How to Apply:

UUMFE is particularly seeking candidates who are people of color / Indigenous / multiracial, and/or are young adults (as two populations on the front-lines of climate injustice). People with disabilities and LGBTQ people are also encouraged to apply. To apply, email a cover letter and resume with the subject line "Application for Outreach Specialist" to office@uuministryforearth.org. **Application deadline: April 12, 2018.**