

## UU Ministry for Earth

### Position Description

**Title:** Program Manager

**Reports to:** Director of Strategy and Development

**Hours:** 20 hours per week

**Start Date:** February 1, 2023

**Salary:** Hourly salary range from \$25 to \$33, based on experience

**Location:** Remote

### About the Organization

Unitarian Universalist Ministry for Earth (UUMFE) is a 501(c)3 organization founded in 2002. Through education, spiritual grounding, and accountable action, Unitarian Universalist Ministry for Earth seeks to foster environmental justice, beloved community, holistic care for Earth, and the flourishing of all life within Unitarian Universalism and the wider society. UUMFE's work and inter-organizational collaborations are grounded in environmental and climate justice organizing principles. See: [www.uumfe.org](http://www.uumfe.org)

We are committed to developing a robust, diverse, distributed leadership team and structure that prioritizes broad representation and inclusion of our constituents, collaboration grounded in role clarity, the autonomy of paid and volunteer staff, transparency and accountability. We invite your participation in shaping our evolving organization and creating a positive working environment.

### Position Purpose

The Program Manager is responsible for creating an annual plan of diverse programs that support the UU Ministry for Earth's mission, and for successfully delivering the programs to a growing base of interested individuals and congregations. Our programs revolve around "Three E's" as follows:

- Embodiment: ensuring the creation and delivery of a variety of spiritual resources, including: monthly spiritual gatherings for UU ministers and congregations; *Monthly Musings*, monthly written resource; and key worship services such as for our "Spring for Change" campaign, Earth Day, World Water Day, and Biodiversity Sunday. Make resources available on the UUMFE website.
- Empowerment: Organizing online panel discussions and workshops throughout the year and four our Unitarian Universalist Association General Assembly.
- Engagement: Collaborate with our Create Climate Justice partners and other UU organizations to promote transformative actions and experiences for eco-justice.

### Job Duties and Responsibilities:

- Lead the development and implementation of the annual program plan in collaboration with internal and external stakeholders. While there are many different program types, the significant ones include the following:
  - Online panel discussions and workshops
  - The “Monthly Musings” for use by ministers and congregations
  - Worship services, both live and recorded for distribution
  - UUA General Assembly workshops and any other program offering
  - Program coordination with the UUA’s Side with Love “Create Climate Justice” team
  - Events in collaborations with our Development and Partnership Director
- Recruit and supervise volunteer and paid program leaders towards successful program implementation
- Support and align programming with caucus groups, including our current young adult caucus and BIPOC caucus
- Establish an overall annual program budget, with Board support; monitor each program and notify Board before program budget has reached 75% of commitments
- Oversee the development & curation of online resources (education, worship, RE, activist toolkit)
- Support communications and development efforts pertaining to programming, education, and spiritual grounding
- Track and document program participation, feedback, evaluation and utilization to adapt future programs
- Facilitate team meetings with staff, Board members and volunteers as needed for coordinating the implementation of programming plans
- Provide a Program Report in advance for the monthly Board meetings.
- Availability to attend UUA General Assembly in late June at UUMFE’s expense

### **Core Competencies**

*Vision and Purpose:* Demonstrates commitment to and knowledge of Unitarian Universalism, UUMFE, and its values.

*Organization and Planning:* Organizes people, efforts, and materials to accomplish multiple, concurrent goals and activities.

*Trust and Integrity:* Conducts oneself in a trustworthy manner, adhering to a transparent set of personal and professional practices that are congruent with the UU Ministry for Earth.

*Interpersonal Relationships:* Builds and maintains effective and constructive relationships inside and outside of the organization, using diplomacy and tact.

### **Qualifications & Skills**

The ideal candidate will have:

- Self-motivation, ability to work independently, ability to problem solve creatively and exercise excellent professional judgment
- Strong time and project management skills; ability to prioritize, organize, deliver and follow-up across multiple competing demands and timelines
- Ability to thrive in a highly collaborative, team oriented work environment
- At least 2-3 years of experience with proven success in non-profit program development and implementation
- Bachelor’s degree
- Excellent verbal and written communication skills
- Excellent interpersonal and relationship-building skills
- Commitment to Unitarian Universalist principles of justice, equity and compassion
- Demonstrate a historic and deep connection to environmental justice and/or ecological advocacy work
- Proficient in MS Office, Google Suite, Zoom Technologies, and knowledge of project task management systems (i.e. ClickUp, Trello, Asana, etc)
- An appreciation for the challenges faced by historically marginalized groups
- Experience in a program role within a Unitarian Universalist congregation or organization preferred but not required

**How to Apply**

Send a cover letter and résumé—indicating “Program Manager” in the subject line—via e-mail to [SearchTeam@uumfe.org](mailto:SearchTeam@uumfe.org).

In your cover letter please detail your level of experience with environmental and faith-based non-profits, your program management experience, and other relevant information about the skills and qualifications you would bring to the position.

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*NOTE: UU Ministry for Earth is committed to developing a diverse and talented team. If you are excited about this role but unsure whether you meet all of the requirements, we encourage you to inquire and/or apply.*