



OPEN POSITION

Date Posted: 3/15/2015

Updated: March 15, 2015
Position Title: UU Women's Federation Clara Barton Internship
Staff Group: Multicultural Growth and Witness
Reports To: Witness Ministries Program Associate
Location: Washington, DC (onsite)
Grade: 7, part-time (20 hours per week)

Basic Purpose: To provide opportunities for Unitarian Universalist congregations, districts, organizations, and activists to be an effective voice and force to affect public policy decisions made by the United States Congress, Administration, and relevant states on issues of concern to the Unitarian Universalist Women's Federation (UUWF) and the Association (UUA). Legislative portfolio will focus on issues of importance to the health and well-being of women such as reproductive justice and economic justice.

Principal Responsibilities

1. Works to track and advocate for or against legislation and other policy initiatives of concern to Unitarian Universalism in alignment with the stated priorities of the UU Women's Federation and in accordance with the social witness positions of the UUA.
2. Represents the UUA at events and in coalitions with other religious and secular groups to further UUWF and UUA common agendas.
3. Provides information on public policy issues, including recommendations and resources for effective advocacy and organizing, to interested Unitarian Universalist congregations, districts, activists, and organizations through webinars, conference calls, action alerts, and other media.
4. Works with the Multicultural Growth and Witness Ministries staff group and, when appropriate, the Office of Information and Public Witness and the Web Team to raise the visibility of advocacy and social justice work within Unitarian Universalist congregations and the general public.
5. Submits written reports quarterly to be shared with UUWF constituents and be available to brief the UUWF Board during semi-annual conferences.
6. Strives to apply the principles of anti-racism and anti-oppression, including practicing accountability, in all of the responsibilities above.
7. Performs other duties as requested by supervisor, the Director of Multicultural Growth and Witness, the Program and Strategy Officer, the Chief Operations Officer, or the President.

Term and Pay: This is a 20 hour per week internship with a term of 10 months from the start of the internship. The pay rate is \$21/hour. Housing is not provided.

Qualifications: Applicants must be Unitarian Universalists and 18 years old by the start of the internship. Priority will be given to women who are young adults, seminarians, and mid-career professionals in vocational transition. Successful applicants will have good writing skills, passion for both advocacy and theological reflection, the ability to work independently, some experience with UU congregations or organizations, and some type of lobbying or justice organizing.

How to Apply: People with disabilities, people of color, Hispanic/Latino/a and LGBTQ candidates are encouraged to apply. Send cover letter and résumé—indicating "UUWF Clara Barton Internship" in the subject line—via e-mail to careers@uua.org, via fax to (617) 367-3237, or to Human Resources, UUA, 24 Farnsworth St, Boston, MA 02210. E-mail submissions preferred.

About the UUA: The Unitarian Universalist Association is an historic, progressive, religious denomination headquartered in Boston with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% towards retirement (after 1 year), and have generous paid time-off policies. We are a great place to work and are seeking to increase the diversity of our staff. The UUA is an Equal Opportunity Employer. For more on the UUA, visit us online at UUA.org.

About the UUWF: The Unitarian Universalist Women's Federation is one of only two associate member organizations of the UUA and is the oldest UU organization for UU laywomen, formed in 1963. Its mission is working to advance justice for women and girls and to promote their spiritual growth. Find out more at www.UUWF.org.