

**First Parish in Concord  
Concord, MA 01742**

***Job Description***

<b>Job title:</b>	<b>Social Action Manager</b>
<b>Reports to:</b>	<b>Senior Minister</b>
<b>FLSA status:</b>	<b>Exempt, salaried</b>
<b>Work schedule:</b>	<b>40 hours per week/10 months per year, mid-August through mid-June</b>
<b>Salary Range:</b>	<b>\$48,250 to \$53,250</b>

**Position Summary**

The social action manager provides professional and inspired leadership and oversight of the social action program, and maintains effective working relationships with ministers, other staff members, the First Parish Social Action Council, program leaders, partners, and other parishioners.

**Principal Responsibilities**

1. Program Development and Planning
  - a. Work with the social action council and social action groups to
    - Develop a framework for identifying and evaluating social action opportunities
    - Develop annual goals for intersectional and congregation-wide social action events and actions
    - Identify, evaluate, plan and implement selected social action events and actions
    - Pilot new approaches to social action that increase parishioner participation
2. Communication
  - a. Publicize social action events, meetings, and actions and assist/train social action groups in doing this
  - b. Manage and update First Parish social action media and calendar of events
  - c. Provide timely responses to questions, comments, and requests for information about social action programs
3. Program Administration
  - a. Primary social action representative for the congregation, church staff, and external organizations
  - b. Primary liaison between the senior minister and social action council
  - c. Develop and implement an approach for attracting and connecting parishioners interested in social action engagement
  - d. Build relationships and collaborations with external social justice groups including UU Mass Action, UU Urban Ministry, UU Service Committee, and UU Social Justice

- e. Work with the social action council and council treasurer to develop and administer the social action budget, share-the-plate collections, and other financial contributions
- f. Manage and approve social action budget expenditures
- g. Ensure social action programs are welcoming, accessible, and safe

#### 4. Worship and Ministry

- a. Coordinate social action candle lighting during each service
- b. Attend weekly worship staff planning meetings with ministers and other worship staff to plan and help occasionally lead multigenerational worship
- c. Participate in Sunday services and be available to parishioners during coffee hours
- d. Along with the senior minister and other First Parish staff, integrate social justice work into parish activities and help the congregation experience social action as a spiritual practice

5. The social action manager performs all other necessary duties that contribute to the success of the social action program.

#### **Job Qualifications and Skills**

- Experience with faith-based social justice work (professionally or as a volunteer, UU or non-UU) and comfort with communicating the spiritual dimension of social justice work
- Passion for social justice
- A willingness to support a predominantly white church in dismantling white-privileged culture
- At least 3 years of work experience collaborating with and coordinating teams and projects
- Bachelor's degree
- Knowledge of and appreciation for Unitarian Universalism
- Works independently with a moderate level of supervision
- Strong leadership, organizational, administrative, and group facilitation skills
- Excellent writing, speaking, and listening skills
- Capacity to think strategically and analytically about social, economic, cultural, and political issues affecting the community
- Well-developed emotional intelligence and insight into own internalized biases
- Ability to work successfully with the latest social media, website and Microsoft tools (Facebook, WordPress, MS Word, MS Excel, MS PowerPoint)

Applicants who do not meet all the qualifications but who are excited by this job are encouraged to apply.

See also [General Expectations of the Staff at First Parish in Concord](#).

Resumes/applications are being accepted through August 15, 2019, with an anticipated start date by October 1, 2019. To apply, please email your resume to [SAMsearch@firstparish.org](mailto:SAMsearch@firstparish.org) or mail to: SAM Search Team, First Parish in Concord, 20 Lexington Road, Concord, MA 01742.