

Position Title: Voting Justice Organizer
Reports to: Assistant Minister of Congregational Life

Summary & Background

We are accepting applications for an organizer to support the congregation's efforts to get out the vote for the November 2020 election.

UU The Vote is a program of the Unitarian Universalist Association (UUA) implemented through and by local participating Unitarian Universalist congregations and allies. First Unitarian Universalist Church of Houston is the lead local participating church in the Houston area, coordinating and collaborating with six other UU congregations. The Justice Coordinating Council at First UU Church will coordinate with other congregations and guide the Organizer in his/her/their coordination. Rev. Susan Frederick-Gray, UUA President states "For Unitarian Universalists, this [getting out the vote] is a faithful, moral action because democracy and the right of all people to have a voice and a vote are at the very heart of our Seven Principles. This work is about the inherent worth and dignity of every person; it is about restoring a right relationship with the planet; it is about our commitment to justice and equity for all people. We are called to courageously embody the deepest values of our faith with our hearts, bodies, and spirits while building toward an abundant future in which all are free and flourishing." UU The Vote is a non-partisan action.

The UU The Vote Organizer position is a contract position. Initially the contract will be for 10 weeks (August 31 to November 6.) We are seeking additional funding to facilitate more hours over an extended period. We estimate the number of expected hours with current funding will vary between 15 to 40 hours per week depending on the Organizer's workflow, GOTV demands and volunteer participation. If additional funding is received, the contract may be extended for several weeks and will be re-negotiated with the Organizer at that time. Daily hours are flexible. This a contract position thus no deductions are withheld, and benefits will not be provided. The individual will be responsible for filing all applicable IRS documents (1099 forms.)

Position Description

The UU The Vote Organizer provides essential support to the Justice Coordinating Council and the designated staff person(s) at First UU Church of Houston. Because of the COVID 19 pandemic, this position will require the person to work from home most of the time. Supplies will be provided as needed. Most work and communication will be accomplished virtually by Zoom, phone (voice and text) and email.

General Responsibilities

- With the leadership of the Justice Coordinating Council at First UU, support and assist all participating congregations to organize volunteers to participate in GOTV efforts in their respective communities.
- Support and assist staff and volunteers to reach local organizations and agencies in registering persons to vote and getting them to voting places during early voting and on election day.
- Prepare or secure materials to reach persons eligible to vote by mail to apply for such and educate on how to complete their ballot.
- Coordinate with UU The Vote on actions and resources.

- Coordinate with teams of volunteers to maximize outreach efforts especially into communities with records of low voter turn-out.
- Organize Zoom meetings.
- Assist with administrative tasks and data input tasks as needed.
- Assist in updating and establishing tools for disseminating resources, including database materials.
- Document activities (reports, photos, data entry)

Qualifications

- Familiarity with Texas and especially the Greater Houston community
- Ability to work in and with multi-cultural teams
- Familiarity with agencies and community organizations in Greater Houston
- Strong skills in social media and virtual apps (e.g. Instagram, Facebook, Zoom, web posting)
- Needs to have reliable cell phone and cell phone service
- Needs to have computer and reliable and consistent access to Wi-Fi connection
- Strong conviction that voting is an essential right and responsibility of democracy
- Proficient in Microsoft Office Programs, especially Excel and Word
- Strong interpersonal skills, and a team-player attitude
- Fluency in Spanish, preferred but not required

Support for the Mission and Values of First Unitarian Universalist Church of Houston and the Unitarian Universalist Association

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the First Unitarian Universalist Church of Houston, all staff members are expected to perform their job duties in accordance with Unitarian Universalist values, principles and mission. The following points, drawn from the Seven Unitarian Universalist Principles, are of particular importance for First Unitarian Universalist Church's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, environmental exploitation, and other interrelated systems of marginalization.

How to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx and LGBTQ candidates are encouraged to apply. First Unitarian Universalist Church of Houston is an equal opportunity employer.

Email cover letter and resume to Tawanna Grice, Business Administrator at tawanna@firstuu.org with "UU The Vote Organizer" in the subject line. Position will remain posted until filled. No phone calls, please.