

# Houston Area Unitarian Universalist Congregations

## **Voting Justice Organizer**

We are accepting applications for an organizer to support Houston Area Unitarian Universalist congregations' efforts to Get Out the Vote (GOTV) for the November 2022 election.

First Unitarian Universalist of Houston is the lead local participating church in the Houston area coordinating and collaborating with 7 other UU congregations in the area. The Justice Coordinating Council at First UU Houston will coordinate with other congregations and guide the Organizer in their coordination. This is a non-partisan action.

Rev. Susan Frederick-Gray, UUA President states "For Unitarian Universalists, this [getting out the vote] is 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 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."

The Organizer position is a contract position. Initially the contract will be 20 hours per week for 23 weeks (June 6 through November 12.) We are seeking additional funding to facilitate more hours. If additional funding is received, the hours per week for several weeks may be increased and will be re-negotiated with the Organizer at that time. Daily hours are flexible. The position is contract thus no deductions are withheld, and benefits will not be provided. The individual will be responsible for filing applicable IRS documents (1099 forms.)

## **Position Description**

The Voting Justice Organizer provides essential support to the Justice Coordinating Council, the designated staff person/s at First UU of Houston, and the volunteers at congregations throughout the Houston area. Supplies will be provided as needed. Work and communication will be accomplished both in-person and virtually by Zoom, by 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 Get Out the Vote (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 teams of volunteers to maximize outreach efforts especially into communities with records of low voter turn-out.
- Organize in-person and 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)

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### 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

**How to Apply:** Email cover letter and resume to Rev. D. Scott Cooper, Assistant Minister of Congregational Life at [scott@firstuu.org](mailto:scott@firstuu.org) with "Voting Justice Organizer" in the subject line. Position will remain posted until filled. No phone calls, please.