



UUSC Congregational Liaison

VOLUNTEER POSITION OVERVIEW

ROLE

As core members of UUSC's network of human rights advocates, UUSC Congregational Liaisons are responsible for publicizing and recruiting participation in UUSC campaigns and initiatives, conducting membership recruitment, and helping administer congregational fundraising efforts. In addition, liaisons help make congregational leaders aware of emerging opportunities to enhance their overall justice work through collaboration with UUSC Advocacy and Activism programs staff. As one of the primary contacts between the congregation and UUSC, liaisons are also responsible for strong two-way communications and should maintain an ongoing relationship with the congregation's minister(s) and lay leaders.

KEY RESPONSIBILITIES

Identify opportunities to connect the congregation and its members to UUSC's educational, fundraising, and action campaigns and resources.

Stay updated on UUSC's human rights focus areas, disaster responses, research, action campaigns, and volunteer opportunities.

Communicate and publicize UUSC programs, initiatives, and volunteer opportunities online, in print, and in-person as appropriate.

Coordinate and administer congregational fundraising through Guest at Your Table and/or a UUSC-themed service. Find other volunteers as necessary to make programs a meaningful experience of education, support, and action for the congregation. Obtain program materials, help record donations, and thank supporters, as appropriate.

AVAILABLE RESOURCES

Monthly volunteer newsletters with program and resource updates.

Zoom calls with staff about programs and congregational resources.

Display and tabling materials, including publications, newsletters, buttons, and posters.

Membership and giving reports about the congregation.

Staff Contact Person: Jay Pacitti, Senior Congregation Relations Associate, who will connect the liaison with other staff as appropriate. jpacitti@uusc.org (617) 301-4351

TIME COMMITMENT

On average, we ask that UUSC volunteers commit to dedicating two hours per month toward this role, although they are encouraged to give as much time as they want to make the relationship a success for their congregation.

UNITARIAN UNIVERSALIST SERVICE COMMITTEE

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