



URI REGIONAL COORDINATOR for MULTIREGION

Position Description

ABOUT UNITED RELIGIONS INITIATIVE

Founded in 2000, the United Religions Initiative (URI) is a global interfaith network that promotes peace and justice by engaging people at the grassroots level to bridge religious and cultural differences and work together for the good of their communities and the world.

The purpose of the United Religions Initiative (URI) is to promote enduring, daily interfaith cooperation, to end religiously motivated violence and to create cultures of peace, justice and healing for the Earth and all living beings. Cooperation Circles (CCs) are the foundational unit, the center and the life of URI. Self-governing and self-funding, they bring people of all beliefs together to address the most pressing issues facing their communities, building bridges of compassion and understanding between people of different religious and cultural traditions. There are presently over 999 CCs in 109 countries.

Working together, groups of URI members from diverse belief traditions identify and address pressing problems with grassroots ingenuity. Projects and programs undertaken by our Cooperation Circles serve one or more of 14 Action Areas including the Environment, Health & Social Services, Human Rights, Indigenous Peoples, Peacebuilding, Women, and Youth.

URI cultivates and uplifts the CC network through eight regional offices around the world and a Global Support Office in San Francisco. URI is governed by a Global Council of Trustees elected by & from member CCs. **For more information visit** www.uri.org

ABOUT MULTIREGION

The URI functions through 8 administrative regions. Seven of these regions are subdivisions of the globe: Africa, Asia, Europe, Middle East and North Africa, Latin America and the Caribbean, Southeast Asia and the Pacific, North America. The 8th region is called the Multiregion. The Multiregion (MR) includes Cooperation Circles which either have members in more than one region or are focused on issues or topics that are global in scope. The MR creates a supportive environment to build good relationships, offers opportunities for connection and in-depth dialogue, provides training, and enhances mutual exchange among CCs pursuing common themes. The MR uses varied communication strategies to enrich its far flung community. You can learn more about the Multiregion at: www.urimulti.org

SUMMARY OF THE POSITION

The Regional Coordinator for the Multiregion serves as a member of the URI Global Staff and is responsible to guide URI development in the region, help nurture and sustain current Cooperation Circles and assist in developing new CCs. The Regional Coordinator upholds and models the Preamble, Purpose and Principles stated in the URI Charter (see <https://uri.org/what-we-do/charter>).

Primary responsibilities include building good relationships with CCs, connecting CCs to one another regionally & globally, facilitating growth and sustainability in the region, and linking the MR to the broader URI global network. An annual regional program allocation is provided by the URI Global Support Office each year. To complement this allocation the MR may raise additional funds to increase its budget.

The Regional Coordinator is supervised by the Director of Global Programs and works cooperatively, in mutual accountability, with the Regional Leadership Team, including Global Council Trustees.

KEY AREAS OF RESPONSIBILITY

Overall Support for Cooperation Circles

- Work with CCs, trustees, the volunteer Baraza team and your supervisor to prepare an annual workplan. The workplan will focus on supporting the cc network, and providing services or programs to address CCs' needs & desires related to fulfilling URI's purpose. This may include coaching, training, inspiring, linking with other CCs who do similar work in the region or globally, connecting them with other information resources, etc.
- Implement the workplan and submit two related narrative reports per year.
- Maintain an effective regional infrastructure that supports CCs in the region in achieving their aims.
- Work in partnership with the Global Support Office to support theme-based CC mini-networks such as those focusing on women, youth, indigenous people, and the environment.
- Work in consultation with the Regional Leadership Team to develop and implement a strategy for URI growth in the region.
- Manage the CC application and review process in coordination with the staff liaison to the CC Approval Committee of the Global Council.
- Maintain accurate data information for CCs in the region & work with Global Support Office colleagues to keep all CC records updated.
- Support ongoing development of the Baraza, a team of volunteers who work cooperatively with trustees and staff to serve, grow and sustain the MR.
- Plan & facilitate occasional meetings of the Regional Leadership Team and CC gatherings (whether virtual or in-person) as agreed to in the workplan.
- Promote CC involvement in URI global initiatives as requested such as the International Day of Peace and World Interfaith Harmony Week.
- Facilitate strategic efforts with CCs in building partnerships with like-minded external organizations.
- Be available for possible travel to support CCs and develop new ones as agreed to in the workplan.
- Participate in staff calls including RC training & coaching calls, monthly RC group calls, monthly supervision meetings, Global Staff calls, etc.

Financial Management, Reporting and Evaluation

Regional Coordinators are responsible for planning, executing, & reporting to the Global Support Office all regional program allocation expenditures.

- In consultation with the Regional Leadership Team and your supervisor, develop an annual budget in accordance with the regional program allocation and any other funds raised by the region.
- Submit two related financial reports in US Dollars per year to the Global Support Office.
- Track all expenditures and submit receipts for all of them to the Global Support Office twice a year.
- Maintain a regional URI bank account.
- Respond in a timely manner to requests from the Global Support Office Finance staff.

Communications

- Facilitate regular communication with and among CCs, including sharing of best practices & stories of impact, fostering connections with the global network, & providing other helpful information to CCs.
- Frequently share regional information and stories with the Global Support Office Communications Team so that Multiregion news is featured in the global website.
- Manage updates of the regional website, social media platforms, whatsapp groups, etc.
- Stay current on URI email, whatsapp and other correspondence.
- Take advantage of RC group calls, Global Staff calls, supervision meetings and other opportunities to share good ideas, challenges and successes with URI colleagues.

QUALIFICATIONS

- Management experience, including project management, setting priorities and goals, developing and implementing strategic plans and evaluation
- 3-5 years' experience promoting interfaith understanding and organizing, or grassroots organizing or related work
- Flexibility to consistently accommodate international meeting schedules
- You must be someone who loves working remotely, is comfortable working alone, AND simultaneously is able to create and facilitate varied remote teams covering large geographic distances, and enjoys being an active participating member of other teams
- Proven experience working effectively in cross-cultural contexts and with teams of diverse volunteers
- Strong leadership, management & organizational skills
- Capacity to work collaboratively and cooperatively in shared decision-making processes
- Excellent communication skills, including listening, facilitating, speaking and writing
- Excellent command of written and spoken English. Fluency in other languages is a plus.
- Excellent computer skills including Microsoft Office, Google Drive/Docs, Zoom, Skype, experience with social media (facebook, as a minimum)
- Experience with raising funds is a plus
- Ability to travel internationally
- Commitment to utilizing consistent clear candid communication as crucial to building and maintaining virtual relationships
- Commitment to personal and organizational learning as part of a diverse global community
- Commitment to raising both celebrations and challenging issues, and to engage reflectively in related conversations
- Commitment to embrace & model URI's vision & values as described in the Preamble, Purpose and Principles

EQUIPMENT CONSIDERATIONS

Candidates must:

- Own a personal computer with ready access to consistently reliable strong wifi
- Own a telephone with capacity to use whatsapp
- Have occasional access to a printer and photocopier as needed

TERM: This is a contracted position, four days per week.

SALARY: Commensurate with experience & similar non-profit positions within country of residency

LOCATION: Open to where candidate lives, with a preference for someone who can work in the Global Support Office in San Francisco, California USA.

APPLICATION GUIDELINES

TO APPLY: Send a cover letter stating why you believe your qualifications are a match for the position, your résumé and two references to MRsearch@uri.org . Applications will be accepted until July 10, 2019, or until the position is filled.