



URI Regional Coordinator for North and West India Position Description

ABOUT UNITED RELIGIONS INITIATIVE

The United Religions Initiative (URI) is the world's largest grassroots interfaith network, with members & activities in more than 110 countries. URI was founded in the year 2000 as a non-profit organization. The Purpose of URI is threefold: *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.*

URI connects grassroots groups and individuals working in support of its Purpose across the globe into a vibrant network. Group members of the network are called Cooperation Circles (CCs). There are currently 1,170 CCs in 113 countries.

- CCs vary in size, with a minimum of 7 members. Some are quite large.
- CCs are interfaith by nature, so include a diversity of beliefs. Each CC has members from at least 3 different religions, indigenous traditions or spiritual expressions.
- CCs conduct projects in URI's 14 Action Areas including: the Environment, Health & Social Services, Human Rights, Indigenous Peoples, Peacebuilding, Women, and Youth.
- CCs are independent, self-governed, and self-funded. They do not receive funding from URI.

URI serves the network and keeps it growing & vibrant through its eight regions (Africa, Asia, Europe, Latin America & the Caribbean, Middle East & North Africa, Multiregion, North America, and Southeast Asia & the Pacific), and a small Global Support Office with remote staff in seven countries. URI is governed by a Global Council of Trustees elected by & from member CCs. For more information visit www.uri.org.

SUMMARY OF THE POSITION

The Regional Coordinator (RC) for North and West India will serve as a member of the URI Global Staff and work as a movement organizer to support CCs and guide URI development in the region. She/he will work in alignment with new priority strategic initiatives related to optimizing network growth, implementing the health approach to violence prevention, and developing a learning in action ecosystem. The RC is responsible for strengthening, growing & uplifting the CC network to accomplish URI's Purpose. The RC upholds and models the Preamble, Purpose and Principles stated in the URI Charter (see <https://uri.org/what-we-do/charter>). The Regional Coordinator is supervised by the Asia Regional Director.

KEY AREAS OF RESPONSIBILITY

URI Network Growth

- Responsible for growth of the URI network in North and West Zones, increasing both the quality of interactions & activity among current CCs, and increasing the number of new CCs that join the network.
- Identify and invite prospective groups to join the network, guiding them throughout the process. S/he will help them understand the give-and-take possibilities for benefits of and contributions to the network.

URI Network Weaving and Engagement

- Collaborate with CC members, colleagues and volunteers to strengthen the West India and North India URI networks.
- Connect and weave CCs in West and North Zones into URI's Asia & global networks to create a stronger interconnected grassroots movement toward peace, justice and healing.
- Collaborate with CC members, colleagues and volunteers to assess community needs related to URI's three-part Purpose Statement and develop plans to help the local URI network address those needs.
- Create an annual work plan and regional budget that will reflect specific actions for the network's impact, focus and growth related to URI's Purpose statement. This will include lots of direct communication with CCs to: connect CCs with each other for shared work, assess impact, organize events, and facilitate trainings.
- Specifically foster the engagement of young people, women, people who are indigenous, and other traditionally marginalized populations in the URI network.
- Facilitate North and West Zone Individual Members' engagement with the URI network.
- Develop partnerships in the public and private sectors and with educational institutions to maximize CC network impact, shared learning and violence reduction in the region.
- Engage Corporate Social Responsibility and other networks where partnerships can be beneficial to develop CCs.
- Develop relationships to mobilize resources and funding for URI in South Asia.

Support for Cooperation Circles

- Build and maintain effective relationships to support CCs in fulfillment of URI's Purpose. This may include: connecting them with other CCs for peer support, coaching, inspiration, joint problem-solving, training, and communication and celebration of successes.
- Cultivate & promote CC members' engagement in the broad URI network, including participation in global initiatives and learning/action offerings.
- Regularly travel to visit CCs and build CC connectivity.

Communication

- Sustain regular communication with CCs in your region.
- Facilitate communication & networking among CCs, including sharing of good practices & fostering collaboration.
- Frequently share stories of impact with the Global Support Network for inclusion in web, social media & other communications channels.
- Manage and maintain lively regional network communications i.e. zonal website, social media platforms, WhatsApp groups, newsletters, etc.
- Participate responsibly in URI email, WhatsApp and other correspondence.

Program Management

- Supervise and coordinate the work of the zonal staff/volunteer team.
- Implement the annual workplan and submit two related narrative & financial reports per year.
- Maintain accurate, current data information for all CCs in the zones, aligned with Global Support Office requirements.
- Track impact assessment data and measurable results as requested.
- Coordinate with the Regional Director in preparing regular communication & collaboration with URI's Asia Region Global Council Trustees.

Financial Management, Reporting and Compliance

- Manage and report on annual program funds allocated for your zone, responding in a timely manner to requests from your supervisor or the global finance team.
- Develop an annual budget in consultation with the Asia Trustees and your supervisor.
- Submit two related financial reports per year.
- Track all expenditures and submit associated receipts and narrative as required.
- Comply with FCRA-related requirements and reporting as needed.
- Maintain a URI bank account for the zone as requested.

QUALIFICATIONS

Educational qualifications: Any graduate with at least 5 years' work experience, specifically promoting interfaith understanding and organizing, or grassroots organizing/movement building, or work focused on peace, justice or healing. Significant learnings based on network building and supervision experience in diverse contexts

Computer proficiency: Strong knowledge of Microsoft office tools, Google Drive/Docs, WhatsApp, skype and other team meeting apps. Full comfort with Zoom. Strong experience with social media. Experience with basic data management systems.

Languages: Read, write, speak fluent English. Any additional languages will be beneficial.

Soft skills:

- Strong community building skills including facilitation, project management, setting priorities and goals, collaboration, and superior communication skills (listening, speaking, writing)
- Proven experience working effectively in cross-cultural and/or interfaith contexts and with diverse teams
- Commitment to utilizing consistent, clear, candid communication as crucial to building and maintaining virtual relationships
- 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
- Enjoyment of actively participating as a team member, working collaboratively
- Flexibility to consistently accommodate volunteers' meeting schedules, which may mean working evenings and week-ends
- 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
- Experience supervising staff to maximize effectiveness and motivate measurable results
- Experience with conflict mediation and navigating difficult or sensitive conversations
- Ability to travel domestically and internationally, comfortable doing so alone
- Experience with raising funds is a plus
- Commitment to humility, flexibility, and to personal and professional integrity
- The Regional Coordinator upholds and models the Preamble, Purpose and Principles stated in the URI Charter (see <https://uri.org/what-we-do/charter>).

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 full-time position

STIPEND: Commensurate with experience & similar non-profit positions within India

LOCATION: The successful candidate will live in North or West India.

APPLICATION GUIDELINES

Complete the application which is a separate word document. Send it with a cover letter stating why you believe your qualifications are a match for the position, your resume and two professional references to RCsearch@uri.org.

Applications will be accepted until 20 June, 2024, or until the position is filled.