






SOCIAL JUSTICE AND PEACE

THROUGH INTERFAITH
UNDERSTANDING AND COOPERATION

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Interfaith Relations Support Staff Position

Organizational Overview

Interfaith Works has a legacy of promoting interfaith understanding and collaboration in the community through social justice, community, and educational endeavors.

We create and support the intersection between the values of the world's wisdom traditions and the public square through diverse programming and ongoing nurturing of relationships across and between faiths. Thus, our work in Interfaith Relations exists to strengthen regional, interfaith communities and as a resource and support for social justice and peace in the wider community. Interfaith Works' staff and members strive to be inclusive and inviting to all Faith and Spiritual Communities as well as those not affiliated with any faith, and to find ways to serve the greater community together. Interfaith Works now has many programs and over 30 faith and spiritual community members, all of whom are dedicated to serving the community. For a complete list of our members please visit our [website](#).

Purpose of Position

This position will act as a support staff and collaborator with the Interfaith Relations Coordinator in the ongoing work of Interfaith Relations in Interfaith Works. Interfaith Relations (IR) is the work of ensuring the continued implementation and growth of Interfaith Programming in Interfaith Works.

This position is primarily focused on Interfaith Relations and will also have up to 5 hours of flex time to assist with the shared daily operations of the administrative office such as answering the phone, email communications with community members, accepting donations, and other general or project based tasks as needed.

Essential Duties

- Support for and collaboration with the work of the Interfaith Relations Coordinator in the following areas:
 - Support and development of both new and existing IR programs and events

- Attendance at monthly Program Council meetings - help with setup, produce notes, manage the Zoom call
 - Program Council meetings are 7-9 p.m. on the 3rd Tuesday of each month (no meeting in July and August)
- Curate content and produce a bi-weekly newsletter related to updates from the Membership of IW as well as relevant community events
- Maintain database of the IW Membership with current contact information of delegates, clergy leadership, and congregation locations
- Ongoing development of resources related to social justice issues such as Indigenous rights, peace work, environmental resources, etc.

Job Requirements/Qualifications

- Strong verbal and written communication skills
- Passion for community-based, social justice efforts
- Interest in diverse faith traditions and cultures
- Experience or familiarity with Google Suite, Microsoft Suite, Mailchimp, and Social Media platforms
- Excellent organizational skills
- Availability for occasional weekend and/or evening engagements

Ongoing Priorities in Interfaith Relations

- Serve, strengthen, and enliven the IW Membership
- Expand the spiritual, generational, and cultural diversity of the IW Membership
- Ongoing integration and engagement with anti-racism in our work and organization
- Commitment to recognition, learning, and engagement with regional tribes and tribal support networks and organizations
- Create opportunities for interfaith learning and collaboration within the IW Membership and in the public square
- Stay informed about IW's Homeless Services and seek opportunities of intersection and collaboration between IW Homeless Services and Interfaith Relations

General Expectations of all IW Employees

- Maintain a trauma informed atmosphere that is calm, consistent, and predictable
- Utilize active listening and communicate honestly in an intimate and supportive office environment
- We expect that all IW employees will have an open and accepting outlook of working with many different types of people, utilizing harm reduction principles for every person we interact with including co-workers, faith community members, other service providers and the wider community
- Provide appropriate and competent community referrals and information when phone calls or drop in's at the office occur

- Demonstrate the necessary attitudes, knowledge, skills, willingness and self-awareness to deliver culturally humble services and work effectively in multicultural situations. This includes addressing and interrupting oppression in all forms on an ongoing basis
- Ability to follow through with job commitment, be reliable and consistent.
- Ability to communicate and work effectively with diverse populations
- Flexibility, creativity, and resourcefulness
- Ability to have self-care practices, good boundaries, and a good sense of humor
- Have access to reliable transportation and be able to arrive on time and prepared for work each day or to special events away from the office
- Support and uphold the mission, vision, and philosophical foundation of Interfaith Works and all of our programs

Compensation and Expectations

- This position reports to the Interfaith Relations Coordinator and works in collaboration with the Executive Director and IW administrative team
- Position hours: up to 25 hours a week.
- Compensation is \$21/hour to be paid twice monthly on the 5th and 20th of each month.
- Benefits (eligible after 90 days) include health, dental, and vision insurance with 100% organization paid premium, generous paid leave policy, organization provided cell phone, and 9 paid holidays.
- Position is open until 5pm February 10, 2023, with a desired start date of mid March, 2023.

How to Apply

Please send a resume, cover letter, and 2-3 references to Rev. Corey Passons, Interfaith Relations Coordinator: corey@interfaith-works.org