

Ministry on Racism Assistant Job Description (Term Limited; Full-time)

Provisional Job Description as of March 18th, 2021

Summary of Duties:

The Ministry on Racism Assistant works closely with the Ministry on Racism Coordinator, the Committee for Nurturing Ministries, the Institutional Assessment Implementation Committee, Friends for Racial Equity and Education (FREE FGC), Communications staff, and other staff as appropriate. The assistant supports the Ministry on Racism and relevant committees with their routine work, planning of retreats, events, and conferences, and assists with inquiries from monthly, quarterly and yearly meetings. The assistant supports the FGC staff in its anti-racism work and identifies resources that nurture anti-racism within the Religious Society of Friends.

This is a full-time Term Limited position for a one-year period beginning June 21, 2021 and ending September 30, 2022. This position may be renewed dependent on funding.

Desired Qualifications:

Education and Training:

High School diploma or equivalent

Experience with or a desire to develop:

1. Relationship with people of a range of backgrounds regarding age, race, gender, geography, and sexuality.
2. Analysis and understanding of racism and other forms of oppression in the U.S.A, Canada, and Mexico
3. Openness to a deeper understanding of how their personal identities impact their experience of the world
4. Organizing events.
5. Experience with conducting research.
6. Commitment to ending racism in the Religious Society of Friends and beyond

Skills:

1. Listening with sensitivity and compassion to people
2. Planning and organization - ability to keep track of many simultaneous projects
3. Effective written and verbal communication, both virtual and in-person
4. Research – ability to find appropriate educational resources for a range of audiences
5. Editing
6. Self-starting and supporting opportunities for collaboration across groups
7. Navigation of word processing, database management, and website editing software, as well as Zoom, Slack, Excel and Canva
8. Flexibility and adaptability

General:

1. Familiarity with the Religious Society of Friends.
2. Available for limited periodic travel, including weekends.
3. Able to work effectively and efficiently out of one's own home.

4. Understands the importance of anti-racism efforts. Has an openness to go deeper personally as well as to assist Quaker meetings and individuals concerning this issue.

Duties and Responsibilities:

1. Logistically support ongoing virtual events – including Meetings for Worship, Open Houses, and Retreats for Youth and Adults -- offered through the Ministry on Racism
 - a. Creating registration and evaluation forms
 - b. Publicizing events
 - c. Correspondence with planning committees and attendees
 - d. Tech support
2. Logistically support potential future in-person events and conferences once conditions permit safe in-person gatherings
3. Logistically support and participate in monthly Institutional Assessment Implementation Committee meetings. Assist in the implementation of the recommendations from the 2018 Institutional Assessment on racism in FGC.
4. Logistically support and participate in monthly FREE FGC (Friends for Racial Equity and Education) meetings to support the staff in its anti-racism work. Facilitate some FREE anti-racism education activities at staff meetings.
5. Participate in meetings of the Committee for Nurturing Ministries
6. Take notes at event planning, committee, and other meetings and distribute to people who serve in those appropriate bodies.
7. Gather up-to-date information on ongoing anti-racism work in monthly & yearly meetings. Collect ideas from those meetings on how FGC can serve this work.
8. Develop content and resources for the FGC website concerning the Ministry on Racism and keep those pages updated.
9. Assist the Ministry on Racism Coordinator to facilitate Quaker participation in the White Privilege Conference.
10. Participate along with the Ministry on Racism Coordinator in the Quaker Coalition to Uproot Racism (which includes 3 other Quaker organizations) to plan a virtual consultation series over 2021-2022 with the goal of catalyzing anti-racism work across the Religious Society of Friends
11. Help to connect the Ministry on Racism's work with other parts of the organization, such as:
 - a. Communications (website, social media, Vital Friends newsletter)
 - b. Development (database maintenance, supporting fundraising)
 - c. The Gathering (supporting anti-racism training with Gathering committees and workshop leaders, supporting the Pre-Gathering Retreat for Friends of Color & their Families).
 - d. The Spiritual Deepening program (assist in finding facilitators, collaborate on programming relevant to anti-racism)
12. Help to bring new volunteers into the work of the Ministry on Racism by relationship building at events.
13. Strategize with relevant committees and the Ministry on Racism Coordinator about how to support FGC's commitment to transform into an actively anti-racist faith community.
14. Other duties as assigned by Ministry on Racism Coordinator.

Job Title: Ministry on Racism Program Assistant
Supervisor: Ministry on Racism Coordinator
Location: Anywhere In the U.S.A. with reliable Internet and Phone Access
Hours: Full time (35 hours/week) (5 days)
Pay: Non-exempt, hourly rate. \$18.32/hour with health and other benefits