

**SOUTH CENTRAL UNITY CHURCHES ASSOCIATION
JOB DESCRIPTION**

Job Title: New Generation of Unity (NGU) Regional/Sub-Regional Consultant

Pay Grade: \$10,000 per year

Work Schedule: Part-Time (10 hours/week)

Reports To: Board Liaison

Primary Purpose/Goal

The goal of the NGU Regional Consultant(s) is to facilitate the planning, promotion, coordination and implementation of spiritual education programs for the Next Generation of Unity (NGU), ages 18 to 35 in the SCUCA region. Additionally, the Consultant provides information, news, resources, and material for field ministries to support and train NGU leaders.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements outlined below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certification:

- ◆ College degree in education or a related area.
- ◆ Licensed Unity Teacher preferred.
- ◆ Ordained Unity Minister preferred.

Special Knowledge/Skills:

- ◆ Knowledge/experience related to quality educational practices, effective teaching strategies, and training/coaching of youth teachers, counselors and sponsors.
- ◆ Extensive knowledge of Unity spiritual principles.
- ◆ Strong organizational, communication, public relations and interpersonal skills.
- ◆ Team oriented attitude and ability to work collaboratively with other regional consultants, the Board, ministers, spiritual leaders, licensed teachers, directors, sponsors, counselors and teachers.
- ◆ Excellent oral and written communication skills.
- ◆ Knowledge of technology and appropriate technological applications.

Experience:

- ◆ A minimum of 3-5 years of successful teaching experience preferred, preferably in a church setting. Successful experience in a program development and supervision position desired.
- ◆ Demonstrated successful experience as a teacher trainer desired.

Essential Duties & Responsibilities

This list of essential functions is not exhaustive and may be supplemented:

◆ ***Planning and Development***

- Ensure the planning, development, and implementation of NGU events/activities for the region and sub-regions.
- Develop an outreach relationship with each church in the sub-region to determine ongoing needs.
- Collaboratively plan and develop regional and sub-regional events based on needs assessment data from regional churches.
- Schedule events one year in advance. Continue update planning every three months to maintain a schedule that includes a minimum of six months advance notification of events and activities.

◆ ***Training and Support:***

- Provide information, resources and materials for field ministries to utilize in support of NGU chapters and for training of teachers, counselors and sponsors.
- Organize and conduct a minimum of two regional retreats for the region or each sub-region.
- Coordinate regional / sub-regional activities for sponsors, teachers, and staff working with NGU.
- Deliver ongoing, timely consultation to ministers, teachers, sponsors, counselors and parents for:
 - formation of new NGU chapters in churches requesting the service,
 - provision of information and resources to meet local NGU needs,
 - development of specialized training at the local NGU level for sponsors and teachers if requested by the church, and
 - resolution of other needs as appropriate.

◆ ***Communication:***

- Contact the NGU sponsor or the minister/spiritual leader (if no NGU sponsor) of each church in the region through rotating phone calls over the course of the year.
- Communicate monthly with churches in the region/sub-regions where events are planned.
- Meet with Board Liaison regularly to review:
 - goals of SCUCA as related to regional church programs/chapters being served,
 - records of ongoing activities (status of training events, copies of marketing efforts, participation levels by regional churches, evaluation reports of events delivered),
 - logs of contacts with regional churches for new chapter development, ongoing consultations, promotion of upcoming events, continuing needs,
 - financial reports, including revenue and expenditures for scheduled events and other activities for regional/sub-regional churches, and continuing needs for program coordination or issues for resolution.

◆ ***Marketing and Dissemination:***

- Publish an annual calendar of regional and sub-regional NGU events.
- Disseminate event calendar and detailed information on each event through:
 - email distribution and mailing lists,
 - website,
 - newsletter, flyers and/or phone calls.

◆ ***Reporting and Recordkeeping:***

- Maintain monthly activity reports for submission to the Board Liaison, including
 - a. consultation contacts, including requests for training, support, resource information, formation of new NGU chapters;
 - b. contacts with regional and sub-regional churches regarding upcoming training events;
 - c. contacts for sub-regional events and evaluations of each event; and
 - d. complete records of all revenue and expenditures, including documented receipts.
- Keep all website information current and submit calendar information to *Education Links*, the regional newsletter, and the SCUCA regional website.
- Maintain updated mailing lists, phone lists, email distribution lists.
- Report to the Conference Body at the annual Regional SCUCA Conference.
- Attend the International NGU Conference.
- Attend Y.O.U bi-regional rally.
- Perform other duties as assigned by the Board.

Supervisory Duties

None unless otherwise delegated by the Board.

Equipment/Specialized Software Used

Computers, printers, productivity software, software specific to the job assignment, network resources, Internet resources, and other hardware/software necessary to effectively and efficiently perform the functions of the job.

Evaluation

Regularly scheduled performance evaluation will be performed in accordance with procedures of the South Central Unity Churches Association. Employment in this position is contingent on performance, need, and funding.

* This job description is not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with this job. The responsibilities summarized above are intended to be accurate reflections of those principal job elements essential for making fair hiring and pay decisions.

Revision date: October 31, 2008