



## URI Community Liaison Position Description

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### Organization Overview

[United Religions Initiative](#) (URI) is a California-based international nonprofit organization founded in 2000 and is the world's largest grassroots interfaith network. 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 1,200 CCs in 113 countries.

URI's global network is divided into eight regions (Africa, Asia, Europe, Latin America & the Caribbean, Middle East & North Africa, Multiregion, North America, and Southeast Asia & the Pacific). The network is supported by a globally dispersed staff. URI is governed by a Global Council of Trustees elected by & from member CCs.

### Position Overview

The URI Community Liaison is a vital member of the Regional Team representing Indonesia. She/he works as a movement organizer to enhance growth, focus and impact in Indonesia specifically. She/he will work in alignment with the URI 2030 Strategic Framework and our goals to grow the network and facilitate learning-in-action to prevent violence and heal our Earth community. The URI Community Liaison is responsible for motivating, growing & uplifting the Regional Network in Malaysia and increasing the network vitality of URI through ongoing and effective communications, to accomplish URI's Purpose.

The URI Community Liaison upholds and models the Preamble, Purpose and Principles stated in the URI Charter (see <https://uri.org/what-we-do/charter>). The URI Community Liaison reports to the Director of Membership Growth and Network Vitality.

### Key Responsibilities

#### Facilitate Growth in URI Network Membership and Vitality (50 %)

- Identify opportunities to introduce URI to new people and communities to grow the URI network in Indonesia, increasing both the quality of interactions & activity among current CCs, and growing the number of new CCs and Individual Members that join the network.
- Foster the engagement of young people, women, the people who are Indigenous, and other traditionally marginalized populations in Indonesia through participation in local, regional, and cross-regional URI opportunities, including interacting through the URI Connect App.
- Connect CCs and Individual Members within Indonesia and beyond to create a stronger interconnected grassroots movement toward peace, justice and healing. This may include organizing online and in-person gatherings, events, etc.
- As relevant to regional strategic outcomes, help establish and advance key partnerships, including with Universities and student networks, and give visibility to URI in panels and other public events in Indonesia.

### **Facilitate shared learning and support (30%)**

- Engage URI Members with URI's global training offerings in interfaith collaboration, violence prevention and collective healing.
- Encourage the sharing of members' skills and knowledge with each other and their broader community through online and in-person training in coordination with URI's Growth, Learning and Impact Team.
- As relevant for regional and global strategic goals, represent URI in relationships with Non-Profits, Universities, Youth Groups, Government and key Agencies focused on Interfaith Harmony, Violence Prevention, and Collective Healing in Indonesia.
- Develop relationships and identify funding opportunities for URI that align with URI's 2030 Strategic Framework to advance regional programmatic goals and work with the Regional Leadership Team and URI's Development (Fundraising) and Communications Team on proposals and application processes to mobilize Indonesia and other SEAPac Countries.

### **Administrative and other duties as assigned (20%)**

- Maintain good communication with Regional Circle, Trustees and other URI Stakeholders
- Track new contacts and potential partners adding to shared files and database
- Track time sheets, receipts and other data for monitoring and evaluation purposes.

### **Qualifications**

- **Educational qualifications:** University Bachelor's Degree or equivalent preferred but not required if you have significant experience and/or work specifically promoting interfaith understanding and community organizing, or grassroots organizing/movement building, or work focused on peace, justice or healing. University students seeking to fulfill internship requirements for a related field of study are welcome to apply.
- **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.
- **Languages:** The person requires excellent communication, coordination and networking skills to be effective as a liaison officer of URI. This post demands communication with grassroots as well as global office hence knowledge of local language and English is desirable.
- **Required Computer Proficiencies:** Google Suite (minimally: Google Docs, Sheets, Email, Drive, etc.), WhatsApp, Zoom, regionally relevant social media, basic data management systems. Ability to use URI's app to advance our strategies for growth and impact.

### **Key Skills**

- A motivated values-centered individual who is willing to make a positive change in the world by increasing community connections and collaboration.
- The person requires excellent communication, logistical coordination, and networking skills. Knowledge of local language(s) and English is required.
- Ability to use a variety of communications tools (zonal websites, social media platforms, WhatsApp groups, newsletters, etc.) including URI CONNECT APP
- Ability to navigate and facilitate difficult communications across different cultures and perspectives.
- Resilient team player and committed to URI Purpose and Principles. Open to hybrid work with flexible hours to accommodate time zones, travel, and special events.

## **Equipment Considerations**

Candidates must:

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

## **Stipend**

This is a part time volunteer position offering reimbursement of approved expenses, flexible to work with Institutions to meet internship requirements, access to URI's learning opportunities such as workshop, networking, resource library, and a modest stipend of \$150 USD a month paid quarterly until December 31. Minimum time dedication 10 hours a week.

## **Location**

The successful candidate will live in Indonesia and will work remotely from within the region.

## **Term**

Minimum of one academic semester commitment requested. Opportunities exist for longer duration with corresponding opportunities for growth.

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## **Application Guidelines**

.Applicants should provide a cover letter alongside a resume and submit the documents to [seapacliaisonsearch@uri.org](mailto:seapacliaisonsearch@uri.org) before 10 April 2025.