



Job Description  
Program Consultant  
Pacific Central District of the Unitarian Universalist Association  
Approved by PCD Board – September 27, 2008

**Title:** Director of Program Development  
**Reports to:** District Executive  
**Classification:** Fulltime, exempt, co-employed

**Role** The mission of the Pacific Central District is to provide services and resources that will grow the District in terms of its membership, the deepening of our faith, the effectiveness of our structures, and the power of our service to the wider world. The Director of Program Development position serves this mission by providing consultation, training, and information to our congregations, including a special focus on our ministries to children, youth, and young adults.

The Director of Program Development will work collaboratively with other District Staff, who are expected to function in a highly interdependent and mutually supportive way, and will be an ex-officio member of the PCD Board of Directors. The Director of Program Development must abide by the *Professional Code of Conduct for District Staff*, and all policies of the Pacific Central District, and will demonstrate a commitment to Unitarian Universalism and to providing excellent and responsive service to our congregations.

**Responsibilities** The Director of Program Development is responsible for the programs of the Pacific Central District, working with District and UUA staff, with ministers, religious education professionals, congregation and district leaders, volunteers and youth, to strengthen the health and vitality of our congregations. To accomplish this, the work of the Director of Program Development includes:

1. Ensuring quality programs, including conferences and workshops, for professional and lay leaders, including:
  - District Assembly programs
  - Lay Leader development
  - OWL Teacher training
  - RE Teacher training

- Renaissance Module workshops
  - Youth Advisor training
2. Being available to consult with professional and lay leaders, including youth and youth advisors, by phone, email, and in person, as necessary.
  3. Working with District program groups to support specialized programming such as:
    - Leadership School – to support deepening UU identity
    - PCD RE Committee – to support Coming of Age, middle school programming
    - YRUU – to support congregational-based, spirit-centered programming for youth.
  4. Serving as a hub of information on resources, helping to make connections across congregational boundaries for religious educators and lay leaders, providing advice and support as needed.
  5. Providing support to other district groups, which may include: campus ministry groups, cluster groups, the Growth Committee, the Healthy Congregations Team, PCD Board committees, regional marketing groups, UUYAN, etc.

**Qualifications** – applicants for this position must have:

1. a valid driver’s license and reliable transportation allowing for frequent travel around the district; a minimum of one working day per week in the Oakland office is expected; two days a week is strongly encouraged;
2. an in-depth knowledge and understanding of Unitarian Universalism, and a strong commitment to developing a deep understanding of religious education and congregational dynamics;
3. proficiency in basic computer skills including email programs, document production, and Internet-based research
4. strong skills in writing, facilitation, counseling, public speaking, training, workshop design, and program administration.

**Desirable Areas of Experience/Expertise**

1. a Master’s degree or similar training in critical thinking, academic research and writing;

2. a minimum of three years experience in an active role in a UU congregation;
3. direct experience in a related field, such as religious education, ministry, or organization development;
4. comfort with technology such as Internet-based communication, blogging, computer graphics, social networking sites.

**This is an Exempt Level 13 position. People with disabilities and candidates who identify as a person of color, Hispanic/Latino and/or B/G/L/T are encouraged to apply. Send cover letter and resume to Cilla Raughley, <Cilla at pcd-uua dot org>. Recruitment will remain open until the position is filled.**