



URI Community Liaison

Independent Contractor — Scope of Services

Part-Time / Malaysia / Remote

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. URI's purpose 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 across the globe into a vibrant network. Member groups are called Cooperation Circles (CCs). There are currently 1,300 CCs in 113 countries across eight global regions. URI is governed by a Global Council of Trustees elected by and from member CCs.

Engagement Overview

URI seeks an independent contractor to serve as Community Liaison for Malaysia. This engagement is part-time (approximately 10 hours per week) and is project-based in nature. The Contractor will work autonomously to achieve the deliverables described below.

The Contractor will align their activities with URI's 2030 Strategic Framework and uphold the Preamble, Purpose and Principles stated in the [URI Charter](#). The Contractor will submit periodic deliverable reports to the determined URI's email, copying relevant staff as needed.

This engagement does not create an employer-employee relationship. The Contractor is not entitled to employee benefits, workers' compensation, unemployment insurance, or any other employment-related benefits. The Contractor is responsible for all applicable taxes on compensation received under this engagement.

Scope of Services

The Contractor will be responsible for achieving the following defined deliverables during the term of this engagement:

1. Network Growth and Vitality (approximately 50% of effort)

The Contractor will deliver:

- A written plan identifying opportunities to introduce URI to new communities in Malaysia, with the goal of increasing CC membership and individual member engagement.
- Evidence of outreach activities designed to engage young people, women, Indigenous communities, and other traditionally marginalized populations, including through the URI Connect App.



- Documentation of connections facilitated between CCs and Individual Members within Malaysia and across subregions and regions, including records of any gatherings or events organized.
- A report of partnerships established or advanced with universities, student networks, and other relevant organizations, including any public representation of URI at panels or events.

2. Shared Learning and Support (approximately 30% of effort)

The Contractor will:

- Record URI members engaged with URI's global training offerings in interfaith collaboration, violence prevention, and collective healing.
- Document knowledge-sharing activities coordinated in alignment with URI's Growth, Learning and Impact Team.
- Summarize monthly external relationships developed with nonprofits, universities, youth groups, government bodies, and agencies focused on interfaith harmony, violence prevention, and collective healing in Malaysia.
- Identify funding opportunities that align with URI's 2025 - 2030 Strategic Framework, including a brief written summary suitable for use in grant proposals.
- Share learnings and updates in the monthly Global Liaison Circle meetings.

3. Administrative Deliverables (approximately 20% of effort)

The Contractor will deliver:

- Regular updates to URI's shared contact database, including new contacts and potential partners identified during the engagement period.
- Submit monthly summary reports to the determined URI email, copying relevant staff as needed..
- Expense documentation submitted in accordance with URI's reimbursement policy, where applicable.

Independence and Working Conditions

The Contractor will perform services under this engagement with full independence as to the manner and means of performance. Specifically:

- The Contractor sets their own schedule and determines how to accomplish the deliverables described above.
- The Contractor is not required to work during specific hours or to be available at URI's direction on any given day. The contractor will participate in URI meetings in Malaysia and SEAPac and monthly Global Liaison Circle meetings, as possible..
- The Contractor must provide their own computer, telephone, and internet access. URI does not provide tools or equipment.
- The Contractor may engage in other professional activities and provide services to other organizations during this engagement, provided there is no conflict of interest with URI's mission.



Qualifications

URI seeks candidates with the following qualifications:

- A university Bachelor's Degree or equivalent is preferred, but not required for candidates with significant experience in interfaith understanding, community organizing, grassroots movement building, or work focused on peace, justice or healing.
- University students seeking to fulfill internship requirements in a related field of study are welcome to apply.
- Proficiency with Google Suite (Docs, Sheets, Drive, Email), WhatsApp, Zoom, and regionally relevant social media platforms.
- Ability to use URI's Connect App to support network growth and impact.

Key Competencies

- Excellent written and verbal communication skills in English and relevant local languages.
- Strong networking, logistical coordination, and relationship-building skills across diverse communities and cultures.
- Ability to facilitate dialogue and collaboration among individuals with different perspectives and backgrounds.
- Self-motivated, organized, and able to manage multiple priorities independently while maintaining effective reporting systems.
- Strong ability to collaborate with remote colleagues, partners, and stakeholders across diverse cultural and geographic settings.
- Commitment to URI's Purpose and Principles, with flexibility to work across time zones and support occasional meetings or special events.

Compensation

Compensation Type: This engagement provides a modest activity-based stipend equivalent to **\$325 USD per month**, contingent upon submission of a monthly deliverables report confirming satisfactory completion of agreed activities. Payment is not guaranteed absent submission and acceptance of the monthly reports.

Additional Benefits of Engagement

In addition to the monthly stipend, the Contractor will have access to:

- URI's learning opportunities, including workshops, webinars, and the URI resource library.
- URI's global network of interfaith practitioners and peacebuilders.
- Flexibility to structure the engagement to fulfill internship or academic requirements, where applicable.



Term

Initial 5-month term September 1st, 2026 through December 31, 2026. Renewal by mutual written agreement only, subject to deliverable review. No automatic renewal or employment expectation. Either party may terminate this engagement with 30 days' written notice.

Location

The Contractor must be based in Malaysia preferably Kuala Lumpur and will perform services remotely. No relocation or office attendance is required.

EQUIPMENT CONSIDERATIONS

To perform the services described in this engagement, the Contractor is expected to have:

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