

**Updated:** June 8, 2016  
**Position Title:** International Programs Administrator  
**Staff Group:** International  
**Reports To:** International Office Director  
**Location:** Boston, MA (onsite)  
**Grade:** 9, full-time

### Purpose

To provide administrative support to the Unitarian Universalist Association (UUA) International staff group including financial administration, website development, maintenance of regular communications with UUA congregations and international partners, and providing first-line response.

### Principal Responsibilities

1. Provides administrative support to UUA's International staff; provides assistance for all international initiatives, activities, and events conducted in coordination with other UU groups.
2. Assists in the creation, updating, and maintenance of effective websites for providing international resources to congregations.
3. Arranges logistics for Unitarian Universalist United Nations Office (UU-UNO) and Unitarian Universalist Holdeen India Program (UUHIP) advisory board meetings and additional special events, attending as necessary.
4. Takes a principal role in the administration of the UU-UNO Spring Seminar and other events ensuring that venues, food and supplies are secured. Oversees all financial aspects of the Spring Seminar.
5. Assists the International staff in serving congregations, which includes creating written and web resources, monitoring e-mail lists, setting up conference calls, and other assistance as needed.
6. Creates and maintains contact information and databases related to international engagement and constituent involvement.
7. Designs and produces routine and special reports, including annual reports for UN DPI and ECOSOC.
8. Writes honorific correspondence, arranges for international connections, responds to international inquiries, and manages correspondence with international partners.
9. Monitors budgets, including fundraising goals, reclassifications and offsets for the international staff group; processes expenses and grant distributions; manages, monitors, and tracks funds, organizes the International staff group's quarterly forecast and annual budgeting process.
10. Acts as liaison with UUA personnel and vendors to ensure that all staff group bills are paid in a timely fashion and that equipment is functional.
11. Administers several hundred thousand dollars in grants to UUHIP partners in India; initiates fund transfers of grant monies, emergency funds, and other special collections, consulting with UUA Treasurer, UUA Finance, and bank officials in Boston and India to design, adapt, and maintain infrastructure for transfer of funds; serves as liaison between UUA Finance, financial institutions, and the UUHIP partners, assuring all funds are disbursed efficiently.

12. Maintains office files including emergency funds, special funds, year-end greetings, and UU groups.
13. Maintains office supplies and office reference materials for all members of the UUA international staff.
14. Maintains time and attendance records for the International staff group.
15. Responds to requests (via e-mail, fax, and/or mail) for information about the UUA's International Programs and ensures current, accurate content of all information; monitors all correspondence.
16. Provides scheduling, program planning, logistics, receptions, meals and events for General Assembly for the International staff group.
17. Performs additional duties as requested by supervisor, the Chief Operating Officer, or the President.

### **Qualifications**

This is a Grade 9 position (expected hiring range \$37,000-\$45,700 depending on experience). Applicants must be able to work independently, have excellent diplomacy, organizing, multi-tasking, customer service, basic math, and communication (both oral and written) skills. Excellent computer skills are expected, including Microsoft Windows, high proficiency in the Microsoft Office Suite (especially Word mail merges, Excel, Access, and Outlook), and website development software. Must be able to work from our United Nations Office in New York City for 1-2 weeks twice per year. Experience working with people from other countries or proficiency in languages other than English is very helpful.

### **How to Apply**

People with disabilities, people of color, Hispanic/Latino/a and LGBTQ candidates are encouraged to apply. Send cover letter and résumé—indicating "International Programs Administrator" in the subject line—via e-mail to [careers@uua.org](mailto:careers@uua.org), via fax to (617) 948-6467, or to Human Resources, UUA, and 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

### **About the UUA**

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice.

Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://uuworld.org).