



OPEN POSITION

Date Posted: May 11, 2016

Updated: May 11, 2016
Position Title: Outreach Associate
Staff Group: Program & Strategy
Reports To: Outreach Director
Location: Boston, MA preferred
Grade: 10, full time with benefits

Basic Purpose: To help develop and implement strategies to reach new audiences for Unitarian Universalism by shaping UUA online strategy and equipping congregational leaders.

Principal Responsibilities

1. Create, curate and promote tools, strategies and materials for Unitarian Universalist congregations to reach out and engage new audiences through social media, websites, partnerships, events and more.
2. Engage UU congregational leaders through educational opportunities (e.g. workshops, webinars), direct contact and networking to help them do better outreach in their communities.
3. Maintain and coordinate content to engage visitors and spiritual seekers through UUA.org, social media and other UUA online platforms.
4. Develop and implement strategies and opportunities for engaging, tracking and inviting visitors and spiritual seekers into deeper relationship with Unitarian Universalism across UUA online platforms (in partnership with the Outreach Director and other UUA staff groups).
5. Collaborate with and support other UUA staff members in creating better online content and engagement for new audiences and other Unitarian Universalists.
6. Perform other duties as requested by supervisor.

Qualifications: This is an exempt, full time grade 10 position with benefits (expected hiring range \$41,600 - \$51,900, depending on qualifications) Our ideal candidate is an active Unitarian Universalist excited about spreading UU values via online platforms and helping others to do the same. Successful candidates will be creative problem-solvers and self-motivated collaborators for the small but mighty Outreach Team. Requirements include:

- 3-5 years of relevant professional experience; communications, technology, design, marketing or promotional experience preferred.

- Deep understanding of Unitarian Universalist identity and practice.
- Expert skill in effective use of current popular online platforms, including websites and social media, as well as comfort with learning how to use new platforms and technologies.
- Excellent written and oral communication skills, including the ability to do public speaking and presentations.
- Demonstrated understanding of how to communicate in a multicultural, multifaith environment in alignment with UU values and aspirations.
- Proven ability to collaborate with a wide range of professionals and volunteers.
- Graphic design, web design and programming skills a plus

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 Outreach Associate in the subject line—via e-mail to 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. **All resumes must be in no later than June 1, 2016**

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 and uuworld.org.