

**Updated:** April 8, 2021  
**Title:** Justice Communications Associate  
**Staff Group:** Communications, Office of Information and Public Witness  
**Reports To:** Director of Communications  
**Location:** Open  
**Grade:** 11  
**Hours/Week:** Full-time with benefits

### Purpose

To frame and to produce justice-based content for the Unitarian Universalist Association. To work collaboratively with the Communications and the Organizing Strategy Team (OST) staff groups in shaping values-based framing and narrative strategy regarding justice-related issues. To draft and edit justice-based content for social media, *UU World* magazine, website, e-mail, and other platforms. To compose partner-oriented content including joint statements and coalition letters.

### Principal Responsibilities

1. Proposes and drafts a variety of content (statements, newsletters, feature stories) about the work of the Organizing Strategy Team and UU justice organizers, aligned with UUA's justice priorities.
2. Produces engaging justice-oriented content in alignment with organizing strategy goals for the UUA's digital platforms including website, e-mail, Facebook, and Twitter.
3. Drafts and edits justice-oriented blog posts, institutional statements, and content for UUA.org, uuworld.org, *UU World* magazine, and OST/UUA microsites for special initiatives and campaigns.
4. Contributes to the UUA, Communications, and OST messaging strategy on justice-based issues and is responsible for implementing this organizational framework into ongoing content production.
5. Independently frames and leads messaging for campaigns and individual pieces of writing.
6. Attends weekly OST meetings, and other meetings as assigned; collaborates fully making editorial/communications recommendations based on current work and campaigns.
7. Drafts UUA President's justice communications and related statements as needed, reflecting executive communications priorities.
8. Collaborates with Communications' Public Relations and Outreach Director to amplify justice messaging in keeping with UUA's positioning and messaging. Works as part of a crisis communications team as needed.
9. Advises staff on content dissemination strategies and ways to leverage our digital tools and assets to amplify our mission and organizing priorities.
10. Provides other content creation support upon request.
11. Performs other duties as assigned by supervisor, the Executive Vice President, or the President.

### Qualifications

This is a Grade 11 position with an expected hiring range of \$45,600 - \$68,800 depending on experience. Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training.

- Excellent writing and editing skills with at least 5 years of directly relevant experience and a portfolio of related writing, reflecting delivery of work on a variety of platforms.
- Experience with faith-based, social justice, and/or Unitarian Universalist messaging.
- Proficiency in blogging, social storytelling trends, and emerging digital practices.
- Project management skills and ability to manage own work fully as self-starter.
- Proficiency in Microsoft Office applications (Excel, Outlook, PowerPoint, and Word).
- Proficiency with digital tools including CRM and content management platforms.
- General graphic design skills and familiarity with branding desirable.
- Experience compiling data and metrics to determine effectiveness of digital content.
- Grounding in the politics and language of progressive movements, including familiarity with racial, LGBTQ+, disability, economic, environmental, and abolitionist movements for justice.
- Eagerness to dismantle systemic racism and pursue social justice.
- Ability to work evenings and weekends as needed in order to respond to urgent news cycles or attend work-related events.
- Ability to travel each June to the UUA General Assembly for approximately one week.

- Candidates must be excited to promote the Unitarian Universalist Association stance on issues and Unitarian Universalist values.
- Our ideal candidate has a highly collaborative working style with experience in the fields of writing, communications, a strong knowledge of digital communications, including a track record of effective use of messaging to advance institutional and issue-driven priorities.
- Must have the ability to achieve consensus across collaborators effectively.
- Deep skill set with countering systems of oppression and cultural marginalization, and in leading with intercultural fluency, multicultural awareness, and humility, is required.
- Experience with social justice issues, community organizing, activism, and strategic partnerships is essential.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism.
- Work or lived experience with communities of color or indigenous peoples is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

### **How to Apply**

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Justice Communications Associate” 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, 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. 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, 10% 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 and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or [humanresources@uua.org](mailto:humanresources@uua.org). For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://uuworld.org).

### **Support for the Mission and Values of the Association**

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA’s work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.