

**Updated:** June 1, 2021  
**Title:** Lifespan Faith Engagement Office Administrator  
**Staff Group:** Ministries and Faith Development  
**Reports To:** Lifespan Faith Engagement Director  
**Location:** Open (Boston, MA preferred)\*  
**Grade:** 9, full-time with benefits

### **Purpose**

To administer the logistical, communications, and financial needs of the Lifespan Faith Engagement office.

### **Principal Responsibilities**

1. Directs the flow of information and communications within the Lifespan Faith Engagement Office.
  - Responds to general office telephone and email communications and directs to correct person as needed.
  - Coordinates meetings and maintains the office calendar.
  - Updates content of faith development events and pages on UUA.org.
  - Promotes upcoming programs and seasonally appropriate resources in a way that nurtures relationships with constituents.
  - Tracks program engagement and adapts communication methods and platforms to better meet varying needs.
2. Provides day-to-day logistical and administrative support for the office.
  - Maintains and updates data in various databases for constituents, participants, trainers, and facilitators.
  - Maintains an organized system for shared files.
  - Coordinates supply and resource tracking, orders, and mailings as needed.
  - Coordinates mailouts, care packages, or gifts to program participants, constituents, etc.
  - Coordinates paperwork and orientation schedule for team new hires and other personnel actions.
3. Manages office finances, including:
  - Maintains accurate and current records of all expenditures.
  - Receives and processes invoices for payment and office income.
  - Processes requests for reimbursements and payment plans.
  - Assists staff in preparing contracts and check requests.
  - Reconciles budget records with those of the UUA Financial Services office.
  - Prepares financial reports as requested.
4. Assists staff in providing administrative and logistical support for conferences, trainings, and meetings, including:
  - Assesses and coordinates needs with facilitators, guest speakers, etc.
  - Coordinates registration.
  - Makes travel arrangements as requested.
  - Hosts online webinars, events, and workshops via Zoom or similar platform and/or takes notes.
  - May provide on-site logistical support to the UUA General Assembly and other conferences, as needed.
5. Provides light editorial assistance, including:
  - Receives and organizes feedback and evaluations on pilot projects, resources, trainings, and events.
  - Makes updates to forms, program plans, curricula, and manuscripts, as needed.
  - Coordinates larger editorial projects with developmental editors or program managers.
  - Conducts targeted online research for specific topics or media, as needed.
6. Researches and develops flexible processes and platforms to assist team members in reaching project goals.
7. Performs other duties as requested by supervisor, the Co-Directors of Ministries and Faith Development, the Executive Vice President, or the President.

### **Qualifications**

This is a Grade 9 position with an expected hiring range of \$37,000-\$45,700 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. Requirements include:

- 2+ years' experience providing administrative or logistical support in a mission-driven or other non-profit organization.
- Attention to detail, strong organizational and time management skills, creative problem solving, and a growth mindset.
- The ability to interact with a variety of individuals and audiences with the highest level of professionalism, courtesy, dignity, and with grace; maintaining sensitive, confidential information is a must.

- Advanced proficiency in Microsoft Office applications (Outlook, Word, PowerPoint, Excel, etc.) and Google Drive applications (Docs, Sheets, Forms, etc.) required. Familiarity and proficiency with content, project, data, and event management platforms are a plus.
- Travel may be required occasionally, including to the annual UUA General Assembly.
- Familiarity with Unitarian Universalism or faith-based work preferred.
- 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.

\* Location is open in the continental United States. You should have easy access to a major airport due to the travel requirements of this position.

### **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 “Lifespan Faith Engagement Office 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, 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.