

**Updated:** June 11, 2021  
**Title:** Staff Relations and Learning Director  
**Staff Group:** Administration, Office of Human Resources  
**Reports To:** Director of Human Resources  
**Location:** Open\*  
**Grade:** 13, full-time with benefits

### **Purpose**

To manage the programs, systems, initiatives, and relationships needed to create an inclusive and equitable workplace at the UUA. To work closely with the Special Advisor to the President for Inclusion, Equity and Change, and as a member of the JEDI (Justice Equity, Diversity, and Inclusion) Team to advance the principles and practices of diversity, equity, inclusion, access, and belonging. To lead development of the staff community for continuous learning, and to support ethical and identity-informed practices of employee relations. To embody an intersectional approach of identity, power, inclusion, and equity in this role.

### **Principal Responsibilities**

1. Coordinates the implementation of workplace culture change initiatives of the UUA staff as a member of the JEDI team, supports the team's operations and assists with the fulfillment of JEDI project goals.
2. Develops and leads the staff community for continuous learning. This includes scheduling regular training and education programs grounded in overall workplace learning needs for inclusion, diversity, equity, access and belonging, as well as other growth areas for Human Resources and JEDI commitments. In collaboration with supervisor and the Special Advisor to the President for Inclusion, Equity and Change helps develop learning goals, frameworks, and competencies for UUA staff. Administers professional development funds and consults with employees and supervisors in the creation of professional development plans for individuals and teams.
3. Creates and facilitates practices among staff for regular feedback, open communication, and conflict resolution. Implements models, frameworks, and training for interpersonal and performance-based feedback. Identifies and provides access for pastoral and psychological safety support resources. Coaches employees and supervisors in how to approach complicated staff dynamics in alignment with UUA ethics, policy, and expectations. Acts as a conversation partner in difficult direct conversations between staff members.
4. Conducts UUA staff cultural and demographics assessments in collaboration with the JEDI Team and the Staff Group Directors Council. Develops metrics, collects and analyzes data, and shares findings with staff and leadership teams with recommendations and strategy for ongoing policy change, learning opportunities, and cultural change initiatives.
5. Serves as liaison to UUA staff identity groups. Shares feedback with leadership teams and staff; helps integrate feedback into meaningful organizational change; and consults with staff identity groups planning events and retreats. Provides budgetary oversight for staff identity groups.
6. Receives and documents workplace complaints and concerns, including harassment or discrimination, outside grievances against UUA staff, and anonymous feedback. In collaboration with the Director of Human Resources, coordinates a response in accordance with UUA policy. Facilitates necessary discussions between staff, supervisors, and others as may be appropriate. Monitors organization-wide trends related to complaints, reviews policies and practices, and provides recommendations to supervisor and the Executive Vice President.
7. Maintains necessary documentation as required by the Office of Human Resources.
8. Performs other duties as requested by supervisor, the Executive Vice President, or the President.

### **Qualifications**

This is a Grade 13 position (expected hiring range \$56,000-\$87,100 depending on experience). Note that qualifications may be met through lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- Bachelor's degree with 5 or more years' relevant experience in the diversity, equity, and inclusion; employee relations; and/or, organizational development/learning spaces.
- Demonstrated expertise and experience in organizational learning and training program design, conflict engagement and mediation (with a particular emphasis on identity-based conflict), employee relations, change management, and survey development and analysis.
- Deep understanding of anti-racism, anti-oppression, and multiculturalism within organizations.
- Commitment to and understanding of Unitarian Universalist values, covenantal systems, and restorative justice practices.

- Ability to present and maintain a non-anxious presence in times of conflict or change.
- High level of organization and initiative; the ability to move and manage an initiative from the conceptual stage through rollout.
- The ability to develop and maintain trusting relationships across power and identity lines; sensitivity to team dynamics and the ability to act as a trusted teammate by helping to solve problems and to reduce conflict and anxiety.
- Exemplary verbal, written, and listening communication skills.
- Ability to maintain confidential information and to manage sensitive details with care and consistency.
- 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, patriarchy and ableism is a high priority.
- Proficiency in Microsoft Office applications (Excel, Outlook, PowerPoint, Teams, and Word). Website content management system (CMS) experience, such as Drupal, helpful.
- Ability to travel to UUA headquarters offices in Boston as needed, likely several times per year.

\* 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 “Staff Relations and Learning Director” 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.