Purpose
To handle a variety of administrative tasks in the UUA’s New England Region (NER), many of which are related to event registration and tracking.

Principal Responsibilities
1. Acts as registrar for all New England Region events.
2. Provides light tech support for online events.
3. Provides administrative support for onsite events, which may require some travel and weekend work.
4. Ensures all UUA/NER calendars are accurate and up to date.
5. Collects information and creates the monthly newsletter.
6. Performs miscellaneous website updates.
7. Performs other duties as requested by supervisor, the New England Region Lead, the Director of Congregational Life, the Executive Vice President, or the President.

Qualifications
This is a Grade 8 position (expected hiring range $18.46-$22.75 per hour 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:

- Associate’s degree preferred; significant work experience may substitute.
- Proficient in the Microsoft Office (Excel, PowerPoint, Outlook, Word) and Google applications.
- Must be well organized, able to demonstrate attention to detail, and to maintain confidential information.
- Knowledge of Constant Contact, Eventbrite, and Zoom a plus.
- Occasional travel to onsite events in the New England Region; some weekend work required.
- Valid driver’s license.
- Must be able to do light lifting of boxes up to 25 pounds.
- An understanding of Unitarian Universalism is helpful.
- 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.

* The selected candidate may choose to work at our Boston, MA office or may choose to work remotely from home in the New England Region.

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 “Administrative and Event Assistant” in the subject line—via e-mail to 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 full-time 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
deligures of employment, please contact the Office of Human Resources at (617) 948-4648 or
humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and 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.