

Updated: March 30, 2022
Title: Digital Editor, *UU World Magazine*
Staff Group: Communications, Periodicals Office
Reports To: Executive Editor, *UU World Magazine*
Location: Boston, MA*
Grade: 11, full-time with benefits

Purpose

To bring digital-savvy thinking into the *UU World* editorial team producing timely digital content across platforms. To develop, implement, and oversee audience engagement and digital strategies for the magazine website and associated digital channels. To frame themes of UUA spiritual life, principles, and theological underpinnings, equipping our leaders for vital ministries for all audiences. To make recommendations for innovative digital approaches to cover national and local topics aligned with the UUA organizational priorities, justice issues, and values. The UUA's justice priorities include voting rights; climate justice; combatting criminalization; LGBTQ and gender equity; racial justice; centering Black, Indigenous, and people of color voices; the Movement for Black Lives; and dismantling white supremacy culture in our congregations, the broader faith tradition, and the wider world.

Principal Responsibilities

1. Responsible for the operation of UUWorld.org. Coordinates with the editorial team and proposes stories and coverage strategies to develop the website's unique perspective, overseeing production and creating original, relevant, and compelling multimedia and SEO content.
2. Participates in department meetings to align editorial and operational activities; works with the communications team to maintain an online editorial calendar aligned with editorial plans and UUA priorities.
3. Contributes to rotating shifts and to adapt print content for digital platforms. Produces and delegates production of regular digital content to the editorial staff, contractors, and freelancers.
4. Produces engaging periodicals e-newsletters and pursues new ways of getting UUWorld.org content to new audiences, from syndication to podcasts and beyond.
5. In coordination with supervisor, sets key performance indicators; monitors and present analytics reports.
6. Performs other duties as requested by supervisor, the Director of Communications, the Executive Vice President, or the UUA President.

Qualifications

This is a Grade 11 position (expected hiring range \$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. Requirements include:

- Bachelor's degree in communications, journalism, English, or a related discipline; and at least 5 years' experience in a digital newsroom, editorial writing, copyediting, or related field.
- We are interested in good storytellers who understand and have experience with multimedia formats, SEO content creation, and CMS platforms (familiarity with Drupal preferred).
- Solid social media background and knowledge of best practices in various platforms.
- Understanding of metrics. Has substantial knowledge of recent trends in online readership and knows how to present workable Google Analytics data, social media reports, and newsletter metrics.
- Experience editing and adapting images and video for the web using available professional tools (Adobe Creative Suite, Canva).
- Proficiency in Microsoft Office applications (Teams, Excel, Outlook, PowerPoint, and Word).
- Must be a team player who is attentive to detail and can work comfortably under pressure in a fast-paced environment (familiarity with team collaboration tools like Trello is a plus).
- We give particular value to proficiency in social justice. The candidate should have a deep interest in Unitarian Universalist values and an eagerness to work in an organization where the dismantling of white supremacy is a high priority. Must bring a passion and knowledge about BIPOC and LGBTQ issues.
- Work or lived experience with communities of color or Indigenous peoples is of especial value.
- Ability to work occasional evenings/weekends when responding to breaking events and the news cycle. Occasional travel is also required, including travel to Boston's UUA offices and national congregational gathering at the annual General Assembly each June.

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 “Digital Editor, *UU World Magazine*” 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 seaport Fort Point Innovation District with staff based throughout the United States. 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. 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.