

Updated: March 31, 2022
Title: Communications and Administrative Assistant
Staff Group: Organizing Strategy Team
Reports To: Digital Communications, Technology, and Data Specialist
Location: Open*
Grade: 10, full-time with benefits

Purpose

To support the implementation of a multi-platform integrated communications strategy for Side With Love, the UUA's multi-issue distributed organizing program. To use multiple digital channels to communicate with our base about current justice issues, upcoming events, actions, and partnership opportunities, as well as using our digital infrastructure to engage volunteers to participate in a wide range of events in a fast-paced organizing environment.

Principal Responsibilities

1. Develops appropriate e-mail campaigns and newsletters to support Unitarian Universalist engagement in a wide range of programs, actions, and learning opportunities.
2. Helps implement communications strategies from the UUA Organizing Strategy Team.
3. Edits and designs materials for program promotion.
4. Supports stakeholders in effective distributed communications strategies with brand and messaging guidance, templates, and other communications assets.
5. Assists in creating and maintaining engaging web content that reflects the dynamic nature of Side With Love programming and meets accessibility standards.
6. Provides administrative support to programs and internal teams including updating databases, preparing reports and presentations, and creating content for targeted constituencies.
7. Performs financial recordkeeping and budget oversight for the Organizing Strategy Team's budget, including preparing quarterly financial reports, making check requests, providing monthly budget actuals, and coding expenses.
8. Manages office systems and maintains internal calendars and files in Google Drive.
9. Works with other UUA and Side With Love communications staff to ensure widespread institutional amplification of our programs and activities.
10. Supports in rapid response communications as needed in coordination with UUA and Side With Love Communications teams.
11. Serves as a primary administrator of our CRM (EveryAction), including inputting and managing data, running reports, maintaining standards and structure, staying up to date with updates and new developments, and supporting authorized users in troubleshooting and access.
12. Performs other duties as requested by supervisor, the Organizing Strategy Director, the Executive Vice President, or the President.

Qualifications

This is a Grade 10 position (expected hiring range \$50,000-\$58,000 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 and 3+ years' relevant experience.
- Exceptional time management, organizational skills, and work ethic with careful attention to accuracy, timeliness, and detail.
- Ability to act collaboratively and flexibly as a member of a remote staff team.
- Proficiency in the Microsoft Office Suite (Access, Excel, Outlook, PowerPoint, and Word) and with technologies such as Google Docs, Slack, Asana, Zoom, etc.
- Graphic design experience, including work with Adobe Suite (Photoshop, Illustrator, InDesign), Mailchimp, and Canva.
- Experience with financial reporting protocols and systems, including proficiency with budgeting software and tracking systems such as Adaptive Insights, Microsoft Excel, and Google Sheets.
- Proficiency with digital tools and CRMs, such as EveryAction, Action Network, WordPress, SquareSpace, and social media platforms.
- Exceptional oral and written communication skills.

- Willingness to work with volunteers whose schedules require convening meetings and events on evenings or weekends.
- Deep commitment to countering systems of oppression and leading with intercultural fluency and humility. Worked or lived experience with Black/Indigenous/communities of color, LGBTQIA+ communities, and poor and/or rural communities is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.
- Experience building data visualizations and creating dashboards in Google Data Studio is preferred.
- Knowledge of CSS, Java script, and HTML is preferred.
- Some travel may be required from time-to-time, such as for organizing/attending staff retreats, meetings, or to attend the UUA annual General Assembly each June.

* This is a remote, work-from-home position. Location is open in the continental United States.

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 “Communications and Administrative 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 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.