

Updated: April 15, 2022
Title: Administration and Finance Manager
Staff Group: Congregational Life, New England Region
Reports To: New England Regional Lead
Location: Open in the New England Region*
Grade: 10, full-time with benefits

Purpose

To ensure the effective functioning of administrative systems related to regional programs and services, interfacing with constituents, and other administrative tasks. To serve as a link between the New England Region, other UUA regions, and the UUA national office in various administrative projects and connections.

Principal Responsibilities

1. Supervises New England Region administrative staff.
2. Oversees the New England Region's everyday financial operations, budgets, and forecasts.
3. Oversees the New England Region's general office operations, including calendaring, upkeep of databases, working with suppliers, and staff meeting logistics.
4. Manages software unique to the New England Region.
5. Manages the New England Region portion of the UUA.org website.
6. Acts as first point of contact through telephone and e-mail to constituents seeking information or service delivery. Responds to constituent questions and requests directly or forwards these to appropriate staff member for follow up.
7. Works collaboratively on projects with regional and national partners, and meets regularly with other congregational administrators.
8. Supports both the New England Regional Lead and New England program staff.
9. Provides additional administrative support for general Congregational Life programs, as needed or requested.
10. Participates in team meetings, virtually and in-person.
11. Assists Events and Communications Coordinator as needed with event registration and communication tasks.
12. Performs additional duties as requested by the supervisor, the Director of Congregational Life, the Executive Vice President, or the President.

Qualifications

This is a Grade 10 position (expected hiring range \$41,600-\$51,900 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 or equivalent.
- 5+ years' experience in office administration.
- Advanced proficiency in Microsoft Office (Outlook, Excel, Word, and PowerPoint). Excellent computer skills and comfort learning new software and the software used in the Region.
- Knowledge of basic bookkeeping.
- Strong communication and customer service skills.
- Ability to work flexibly as part of a staff team.
- Highly organized and detail oriented.
- Ability to interact with a variety of individuals and constituencies with emotional maturity.
- Ability to manage sensitive, confidential information.
- An understanding of Unitarian Universalism is a plus.
- 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.
- Available to work occasional evenings and weekends, as dictated by the event schedule, workload, and availability of others on the administrative team.
- Ability to travel to regional and national meetings, as needed.

* This may be a remote, work-from-home position. Location is open in the New England Region of the UUA. 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 “Administration and Finance Manager, New England Region” 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.

For more information about the New England Region of the UUA, please visit: <https://www.uua.org/new-england>.

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.