

Updated: April 15, 2022
Title: Congregational Life Executive Administrator
Staff Group: Congregational Life
Reports To: Director of Congregational Life
Location: Open*
Grade: 10, full-time with benefits

Expected Start Date: July 5, 2022

Purpose

To manage administrative and budget responsibilities for the Director of Congregational Life and the Congregational Life staff group.

Principal Responsibilities

1. Manages the Congregational Life budget. Coordinates with regional bookkeepers; manages the billing process, and approves check requests for districts and regions; prepares the annual budget and monthly and quarterly forecasts; and other duties.
2. Provides administrative support to the Director of Congregational Life. Creates correspondence, manages documents and files, answers phones, and schedules and takes notes for meetings and conference calls, monitors social media, and other duties.
3. Provides administrative support for the Congregational Life Leadership Team. Provides technical, administrative, and logistical support for weekly meetings. Plans, provides logistical support, and attends in-person periodic Leadership Team retreats and Congregational Life All Staff gatherings, such as the Big Alignment Meeting (BAM).
4. Acts as staff liaison, provides logistical support and coordinates tasks, as needed, with groups connected to Congregational Life, such as the Accessibilities and Addictions groups. Updates the relevant web pages on UUA.org.
5. Manages logistical tasks for new congregations and covenanting communities.
6. Creates and updates content on UUA.org, blogs, and various social media sites for the Director of Congregational Life and the staff group.
7. With the Planning Team, manages the UUA Expressway, booth design, budgets, technology requirements, and various events and workshops as needed for the annual General Assembly.
8. Acts as liaison for the Congregational Life Leadership Team.
9. Coordinates, meets, and collaborates with regional administrators. Supports other administrative staff as requested.
10. Performs other duties as requested by supervisor, the Executive Vice President, or the President.

Qualifications

This is a Grade 10 position with an expected hiring range of \$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.
- Extensive experience in office management and budgeting. Strong mathematical skills. Having worked with various financial systems will be a plus.
- Experience in organizing events.
- Ability to build consensus with multiple parties who may have different priorities.
- Ability to interact with a variety of individuals and constituencies with emotional maturity. A desire to represent the Congregational Life staff group and the UUA while dealing with various constituents with respect.
- Strong customer service, multitasking, and prioritization skills.
- Strong ability to maintain confidentiality and boundaries.
- Supervisory experience is a plus.
- High proficiency in Microsoft Office (Outlook, Word, PowerPoint) with exceptional Excel skills required. Experience with the Drupal web content management system a plus.
- Ability to travel, including the Association's annual General Assembly.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism.

- 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.
- Travel is required 4+ times per year, including, for example, to the annual General Assembly each June and to various offsite staff group meetings.

* This is a remote, work-from-home position. 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 “Congregational Life Executive Administrator” 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 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.