OPEN POSITION
Date Posted: August 12, 2022

Updated: August 12, 2022
Title: Events and Communications Coordinator
Staff Group: Ministries and Faith Development, Office of Lifespan Faith Engagement
Reports To: Lifespan Faith Engagement Co-Director
Location: Open within the continental United States
Grade: 9, full-time with benefits

Purpose
To coordinate the events and external communications of the Lifespan Faith Engagement (LFE) office effectively through event management, online publication, promotion, and relationship building. LFE supports the faith development needs of Unitarian Universalists and beyond by offering training, programs, and resources for all ages, with a focus on youth, young adults, religious educators, musicians, sexuality, and religious education.

Principal Responsibilities
1. Together with the staff team, sets schedule, contacts, and books venues for events and programs.
2. Provides logistical support for online or in-person events such as registration, troubleshooting, technical host, supply management, catering, mailings, vendor and consultant relations, and contracts. Plans for flexibility in method and timeline to facilitate a greater focus on equity, compassion, and quality outcomes.
3. Gathers event descriptions and creates promotional communications through website, e-mail, and social media.
4. Monitors event registrations, income, and expenses.
5. Makes available post-event materials for event participants. Creates and distributes post-event surveys.
6. Tracks event participation and monitors survey responses.
7. Manages expense reimbursements; arranges payment of non-staff guest presenter fees, travel, and supplies.
8. Designs and creates announcements, project promotions, etc. Uses existing communication channels to promote upcoming programs and seasonally appropriate resources in a way that nurtures relationships with constituents.
   Tracks engagement and adapts communication methods and platforms to meet varying needs better.
9. Reviews and provides guidance for messaging, event descriptions, newsletters, website/print copy, etc.
10. Together with the staff team, updates and maintains the Ages & Stages and Faith Development sections of the UUA.org website.
11. Edits marketing/presentation photographs, videos and podcasts, and blogs.
12. Performs other duties as requested by the supervisor, the Co-Directors of Ministries and Faith Development, the Executive Vice President, or the President.

Qualifications
This is an exempt Grade 9 position (expected hiring range $47,000 - $54,300 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:
- High school diploma or equivalent required, Bachelor's degree preferred.
- Minimum two years' experience providing technical, logistical, or administrative support in a highly productive environment.
- Ability to manage overlapping projects, work assignments, schedules, and details.
- Excellent interpersonal and communication skills.
- Attention to detail, creative problem solving, and ability to maintain confidential information a must.
- Strong interest in collaborative team environments.
- Proficiency in Microsoft Office applications (Excel, Outlook, Word), web-based publishing tools such as Drupal (or similar), Eventbrite (or similar), Google docs and sheets, photo editing, commercial e-mail and social media platforms. Experience with video-conferencing apps such as Zoom and video editing is helpful.
- Availability to work some evenings, weekends, and from home.
- Travel may be required 1-3 times a year.
- Physical ability required to carry food, supplies, and equipment.
- Previous experience in events coordination, marketing, and/or graphic design is helpful.
- Respect for religious communities. Familiarity with Unitarian Universalism or faith-based work preferred.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism.
- 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.
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 “Events and Communications Coordinator” 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 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.