Updated: August 12, 2022
Title: LGBTQ and Gender Justice Programs Coordinator
Staff Group: Ministries and Faith Development
Reports To: LGBTQ and Multicultural Programs Director
Location: Open within the continental United States
Grade: 11, part-time with benefits
Schedule: 23 hours per week

Purpose
To build the capacity of Unitarian Universalist congregations and communities to welcome, to include fully, and to meet ministry needs of people with diverse gender identities/gender expressions and sexual orientations. To support the prophetic voice of Unitarian Universalism and the UUA for LGBTQ ministries by assisting in designing and implementing programs for LGBTQ rights and gender justice. To nurture and support UU congregations and covenanting communities to become thriving communities/systems for trans/non-binary, intersex, and asexual inclusion. To provide program support and assistance to the LGBTQ and Multicultural Programs Director.

Principal Responsibilities
1. Plans the UPLIFT Trans/Nonbinary monthly gathering space, collaborating with community leaders to create a multigenerational, fully accessible, virtual event for the trans/nonbinary community that is consistent with UUA safety guidelines.
2. Coordinates the UU Trans Chaplaincy Network that supports the UPLIFT monthly gathering in collaboration with TRUUsT to ensure that an appointment system is in place for trans/non-binary attendees to receive spiritual care alongside the gathering.
3. Collaborates with the Side With Love Organizing Strategy Team supporting the LGBTQ/gender justice component of the UUA’s four intersectional justice priorities to ensure the organizing strategy is intersectional and consistent with our ministry to the UU transgender community and state/local organizing partners.
4. Assists with publishing, promoting, and posting about LGBTQ and gender justice via the UPLIFT newsletter, blog space, and social media platforms. Collaborates with the Communications staff group to develop institutional messaging that is trans-inclusive and gender expansive.
5. As capacity permits, develops resources, programming, and learning opportunities for UU leaders and members that centers the transgender/non-binary, asexual, and intersex community and increases awareness and understanding of the spectrum of gender identity and expression within Unitarian Universalism.
6. 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 a Grade 11 position (expected hiring range $30,886-$40,743 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:
• 1+ years of professional experience in project management, administration, non-profit, or religious organizations, or similar roles.
• Significant personal, professional, or lived experience participating in and/or supporting LGBTQ communities, and especially trans/non-binary communities.
• Effective communicator, writer, and presenter in face-to-face and virtual contexts.
• Demonstrated experience in organizing projects and events with volunteers and participants, successfully managing logistics and deadlines.
• Strong grounding in social justice and principles of anti-oppression/anti-racism/multiculturalism. Can articulate theological/spiritual grounding for the values of diversity, inclusion, and justice. Understands the connection between diversity and social justice grounded in progressive faith-based values.
• 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.
• Skilled in building community and the dynamics of intercultural engagement. Actively builds relationships with colleagues and stakeholders to foster collaboration, creativity, and problem solving.
• Experience working in team-settings and multi-layered institutions. Is a thoughtful and engaged team player and is skilled at conflict transformation.
Committed to continuous learning for self, colleagues, and UU leaders.
Social media (Facebook, Twitter, Instagram, etc.) and computer proficiency is essential, especially in the Microsoft Office Suite including Outlook.
Virtual meetings are the norm. Occasional travel is required.

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 “LGBTQ and Gender Justice Programs 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 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.