

**Updated:** September 1, 2022  
**Title:** Congregational Life Event Coordinator  
**Staff Group:** Congregational Life  
**Reports To:** Congregational Life Executive Administrator  
**Location:** Open within the continental United States\*  
**Grade:** 9, full-time with benefits

### **Purpose**

To support the Congregational Life program staff with online and in-person workshops, events, camps, and other planned gatherings. To serve as a link between the Congregational Life staff, all UUA regions, and the UUA national office in various event planning projects and connections.

### **Principal Responsibilities**

1. Collaborates with program staff to set master schedule of regional and national events along with Congregational Life administration.
2. Designs and creates announcements, project promotions and event publicity. Uses existing communication channels to promote upcoming programs. Works with regional administrators to ensure the calendar of events is current, newsletter event postings are timely, and a social media strategy is in place.
3. Builds online registration forms and payment accommodation.
4. Sets budgets with program staff so that every event is profitable. Sets up and monitors event registrations, income, and expenses. Receives and processes registration payments in a timely manner. Ensures vendors, volunteers, and presenters provide documentation required for payment, such as receipts, invoices, W-9s, etc. Processes refunds as needed; arranges with bookkeeping to invoice unpaid fees and applies scholarship grants.
5. 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.
6. For in-person events, locates venues and negotiates agreements as required for events. Ensures event catering needs are met and individual dietary restrictions are accommodated when possible.
7. Helps presenters with details of travel, accommodations, and other logistics. Provides additional on-site event support in person or in communication with onsite volunteers.
8. Maintains registrant and event data in database. Provides event planners access to their event's registration data. Develops, distributes, and collates post-event evaluations to registrants.
9. Participates in staff meetings, virtually and in person.
10. Performs other duties as requested by supervisor, Regional Leads, the Director of Congregational Life, the Executive Vice President, or the President.

### **Qualifications**

This is a 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:

- Bachelor's degree or equivalent.
- 3+ years' experience in in-person and online event planning and management.
- Ability to work as part of a team and willingness to participate in the practice of covenant. Strong interest in working in collaborative team environments.
- Proficiency in Microsoft Office (Outlook, Excel, Word, and PowerPoint) and Zoom is a must. Wufoo or Eventbrite (or other event management programs) experience is helpful. Experience with other video-conferencing apps such as Microsoft Teams, is helpful.
- Knowledge of online registration systems such as Google Forms, Wufoo, Whova, and others is helpful.
- Attention to detail, creative problem solving, and ability to maintain confidential information a must.
- Strong communication, interpersonal, customer service, and negotiation skills.
- Ability to manage overlapping projects, work assignments, schedules, deadlines, and details.
- Respect for, interest in, and/or experience with religious congregations.
- Physical ability required to carry food, supplies, and equipment at on-site events.
- Available to work occasional evenings and weekends as dictated by the event schedule, workload, and availability of others on the event planning teams.

- Ability to travel to regional and national meetings, as needed.
- 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.

\* You may work from our Boston, MA office, or this may be 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 Event Coordinator” in the subject line—via e-mail to [careers@uua.org](mailto: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](mailto:humanresources@uua.org). For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://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.