

Updated: September 15, 2022
Title: Insurance Plans Project Coordinator
Staff Group: Ministries and Faith Development, Office of Church Staff Finances (OCSF)
Reports To: Insurance Plans Director
Location: Open within the continental United States*
Grade: 10, full-time with benefits

Purpose

To manage and to market the Unitarian Universalist Association's group dental, term life, and long-term disability insurance plans for local congregations and related employers via content creation and virtual event planning. To manage the editorial content of the OCSF's web-based resources. To serve as the backup for the UUA Insurance Plans Specialist. To promote responsible and just congregational employment practices.

Principal Responsibilities

1. Facilitates congregation and individual compliance with federal and plan reporting requirements including enrollment documentation, updates to subscription agreements, timely reporting of personnel and compensation changes, certification of contributions, documentation of congregational resolutions, and timely submission of the annual UUA Insurance Plan Audit.
2. Conducts periodic reviews of congregational compliance with UUA recordkeeping and documentation policies and prepares reports for auditors.
3. Participates in crafting editorial content related to the marketing of the UUA Health and Group Insurances Plans and manages UUA Insurance Plans social media accounts.
4. Designs, maintains, and updates the web-based resources of the OCSF including content related to the UUA Health Plan, group insurance plans, retirement plan, fair compensation, and aid funds.
5. Develops and maintains page of reminders about the benefits plans and other OCSF programs.
6. Writes or coordinates the preparation of informational brochures about each of the OCSF benefits plan.
7. Creates and arranges distribution of annual benefits plan summaries to all plan participants.
8. Prepares marketing materials for open enrollment initiatives.
9. Designs, scripts, and schedules webinars, videos, and other electronic and print outreach to congregational and regional staff and leaders about employee benefits issues.
10. Assists in the design of a master database to track congregational and staff participation in the UUA health, group insurance, and retirement plans; assists in data migration to database.
11. Creates reports and data analyses as required.
12. Collaborates with other OCSF staff to ensure timely communications and accurate content about OCSF programs.
13. Maintains an operations manual, desktops, transition and succession plans with complete, current documentation for all essential tasks.
14. Performs other duties as requested by the supervisor, the Office of Church Staff Finances Director, the Co-Directors of Ministries and Faith Development, the Treasurer and Chief Financial Officer, the Executive Vice President, or the President.

Qualifications

This is a Grade 10 position with an expected hiring range of \$47,000-\$62,000 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.
- At least 3 years' experience in HR, payroll, customer service, membership services, or related work.
- A sound grasp of benefits plans administration and the fundamentals of insurance as demonstrated by industry experience.
- CEBS certification or participation in similar training programs is a significant plus.
- Exceptional oral, written and presentation skills.
- Excellent judgment around sensitive and confidential issues.

- A high degree of motivation, diligence, and integrity.
- Exceptional attention to detail and organizational skills.
- Highly proficient in video conferencing technology, Microsoft Office (Word, Excel, Access or other database, and Outlook), CMS, Drupal or other web management software, and an understanding of social media platforms.
- Ability and willingness to travel to Boston for in-person team meetings 2-3 times per year. Travel to periodic industry meetings may be required.
- Working knowledge of typical staff and volunteer roles and responsibilities in faith communities is a plus.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism
- Work or lived experience with BIPOC communities is of particular value
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority

* 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 “Insurance Plans Project 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.