

Updated: September 30, 2022
Title: Accessibility Resources Coordinator
Staff Group: Ministries and Faith Development (MFD)
Reports To: LGBTQ and Multicultural Programs Director
Location: Open*
Grade: 11
Hours/Week: 9, part-time without benefits

Purpose

To provide virtual resources for Unitarian Universalist congregational and organizational leaders to create spaces, events, programs and communities which are accessible and inclusive to disabled participants.

Principal Responsibilities

1. Creates, curates, solicits, and maintains online resources, tools, webinars and information on disability and accessibility for congregations through the Leader Lab collection.
2. In collaboration with other staff members in the Multicultural Ministries office, directly engages leaders and members of the community of disabled UUs about the resources needed in their congregations or other settings, including communication with EqUUal Access.
3. Maintains web pages related to disability and accessibility on UUA.org.; ensures resources from the former Accessibility and Inclusion Ministry program are available through UUA.org, in coordination with EqUUal Access.
4. Oversees quarterly communications on accessibility and inclusion issues in congregations, such as email newsletters or blogs.
5. Supports inclusion of an anti-ableism lens in other UUA projects, curricula and initiatives.
6. Responds to inquiries from congregational leaders on accessibility and inclusion issues.
7. Performs other duties as requested by the LGBTQ and Multicultural Programs Director, the Executive Vice President, or the President.

Qualifications

This is a non-exempt Grade 11 position (expected hiring range \$25 - \$29 per hour 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:

- 1-3 years of professional experience in project management, administration, non-profit or religious organizations, congregations, or similar roles.
- Expertise in creating spaces and events which are accessible to people with a wide range of physical and neurological abilities. Experience in supporting leaders who are creating their own events, programs and spaces is highly useful.
- Significant personal, professional, or lived experience in disabled communities, including people with physical disabilities or impairments as well as those who are neuro divergent. Experience in spaces led by and for disabled people, rather than spaces created by service providers, is of special importance.
- Demonstrated experience in organizing projects and initiatives, especially communications projects, successfully managing logistics and deadlines.
- Excellent skills in responding to questions, inquiries, and constituent needs; demonstrated attention to detail.
- Effective communicator and writer, with ability to edit and review written submissions.
- Strong grounding in social justice and principles of disability justice as an expression of anti-oppression, anti-racism and multiculturalism.

- Must be able to use a computer, including the Microsoft Office suite of applications (Excel, Outlook, PowerPoint, and Word), Zoom meetings and web phone. Website and social media proficiency (Facebook, Twitter, Instagram, etc.) is essential.
- 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.
- Occasional travel may be possible but would not be required in this position.

*Location is open in the continental United States.

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 “Accessibility Resources 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.

Note: The UUA wants to ensure that disabled people are able to apply for this position and recognizes that many disabled people receive essential benefits which have income or work limits. The UUA is committed to working with any candidates at the point of hire to restructure the hours or terms of the position as needed to ensure it can comply with the candidate's outside benefit-related requirements.

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.