

Updated: November 23, 2022
Title: Mosaic Project Manager
Staff Group: Ministries and Faith Development
Reports To: LGBTQ and Multicultural Programs Director
Location: Open*
Grade: 10, full-time with benefits

Purpose

To effectively guide the Mosaic projects from concept to production by creating and upkeeping systems for project tracking, event management, online publication, and promotion through communication. The Mosaic is the UUA's new online hub of connection, resources, and support for dismantling racism & oppression. The Mosaic will foster belonging & liberation in UU congregations and communities.

Principal Responsibilities

1. Meets with the Mosaic project owner and team regularly to identify essential logistical needs for communications, resources, and event development and management.
2. Works closely with the Mosaic cross-staff team to match logistical needs to existing processes, platforms, tools, and staff capacity. Where there are gaps, does research to develop flexible processes and platforms to assist team members in reaching project goals. Provides administrative support to the Mosaic team by scheduling meetings and maintaining notes.
3. Supports projects and overall communication with timelines and budgets. Checks in regularly and at critical moments with project members and adjusts as needed. Plans for flexibility in method and timeline commitment.
4. Tracks and manages editing process for manuscripts and curricula, providing a seamless process for consultants and contributors to find and exchange multiple versions of documents with staff.
5. Assists with promoting, publishing, and posting Mosaic content and information to UUA.org, email communication, and social media. Ensures that information is accurate and updated regularly to nurture relationships with constituents and meet their needs.
6. Organizes and manages database and communication protocols for Mosaic constituents. Tracks engagement and adapts communication methods and platforms to better meet varying needs.
7. Assists with planning, logistics, and registration for Mosaic-related events (retreats, gatherings, conferences, etc.).
8. Provides logistical support for online or in-person events such as registration, troubleshooting, technical host, supply management, mailings, vendor and consultant relations, and contracts.
9. Manages and organize project files that can be easily referenced as needed.
10. Performs other duties as requested by the LGBTQ and Multicultural Programs Director, the Co-Directors of Ministries and Faith Development, the Executive Vice President, or the President.

Qualifications

This is an exempt Grade 10 position (expected hiring range \$51,000-\$57,000 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:

- High School Diploma or equivalent required, bachelor's degree preferred.
- Minimum 2 years (5 years preferred) experience providing technical, logistical, or administrative support in a highly productive environment.
- Training or certification in project management is a plus.
- Attention to detail, creative problem solving, ability to maintain confidential information, and ability to build strong interpersonal relationships a must.
- Advanced proficiency in Microsoft Office applications (Outlook, Word, PowerPoint, Excel, etc.) and Google Drive applications (Docs, Sheets, Forms, etc.) required. Familiarity and proficiency with collaborative project management platforms (Trello, Asana, etc.), online form and event management platforms a plus.
- Travel not required, but may be preferred for large events in future, 1-3 times a year.
- 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.

* 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 “Mosaic Project Manager” 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.