Updated: September 15, 2022
Title: Sexuality and Our Faith Visuals Project Manager
Staff Group: Ministries and Faith Development, Office of Lifespan Faith Engagement
Reports To: Our Whole Lives Program Manager
Location: Open*
Grade: 10
Hours/Week: 7, part-time without benefits

Purpose
To oversee the production of a new set of Sexuality and Our Faith visuals, as a part of the Our Whole Lives (OWL) curriculum. OWL is a nationally-recognized, lifespan sexuality education curricula series, jointly published by the Unitarian Universalist Association (UUA) and the United Church of Christ (UCC).

Principal Responsibilities
1. Co-facilitates a focus group with national UUA/UCC OWL staff to gather input into what images and narration are needed.
2. Develops project plan with national UUA/UCC OWL staff for narration and illustrations of adults who are gender, orientation, race, culture, and ability diverse and who represent adult sexual behavior and relationships in a mutually caring, consensual, protected manner.
3. Develops the narration for the visuals and incorporate feedback from national UUA/UCC OWL staff and accountability readers.
4. Recruits artist(s) for illustrations and reviews portfolios with national UUA/UCC OWL staff before selection.
5. Creates a production schedule, engages accountability reviewers for feedback on rough sketches, and oversees the timely completion of artwork.
6. Maintains the proprietary nature of the artwork and narration, which may not be included in the project manager’s portfolio, marketing, or other sharing technologies.
7. Performs other duties as requested by Our Whole Lives Program Manager, the the Executive Vice President, or the President.

Qualifications
This is a non-exempt Grade 10 position (pay rate of $30 - $32 per hour). This is a temporary position, with the duration of the project up to 18 months, and an estimated 500 hours total. 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. Further study in arts, sexuality education, publication, marketing, project management, or related disciplines preferred.
- 5 or more years’ experience in a related field.
- Will be required to complete Our Whole Lives training for 7-9 Grades (may be attained after hire if needed).
- Must be skilled at collaboration, time management, supervision of freelancers/contractors, artist’s fee negotiation, time management, problem solving.
- Proficiency in Microsoft Office Excel, Outlook, and Word, as well as Google Docs.
- Physical requirements: Ability to see illustrations clearly.
- Comfort discussing and writing about sexual anatomy and behaviors is required.
- 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.

*This is a remote, work-from-home-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 “Sexuality and Our Faith Visuals Project Manager” in the subject line—via email to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. Email 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.