

Updated: January 19, 2023
Title: Digital Production Assistant, *UU World Magazine*
Staff Group: Communications, Periodicals Office
Reports To: UU World Digital Editor
Location: Boston, Massachusetts preferred*
Grade: 9
Hours/Week: 21, part-time with benefits

Purpose

To become part of a talented editorial team providing a diverse range of key services such as image design, multimedia web production, and photo research to support the online content creation of *UU World Magazine*. To help implement innovative digital approaches to deliver our coverage of national and local topics aligned with the UUA's organizational priorities, justice issues, and spiritual values. The UUA's justice priorities include voting rights; climate justice; combatting criminalization; LGBTQIA+ and gender equity; racial justice; centering Black, Indigenous, and people of color voices; the Movement for Black Lives; and dismantling white supremacy culture in our congregations, the broader faith tradition, and the wider world.

Principal Responsibilities

1. Provides visual storytelling support to the editorial team using media asset management tools, image and video editing programs, and content management systems (CMS) to create original digital content for the *UU World* website and other public channels and platforms.
2. Conducts web research, identifying stock images via online agencies and image banks, *UU World* archives, and databases to use them as elements of digital content production.
3. Selects, prepares, and adds multimedia features (video clips, images, slideshows) to text articles producing compelling and timely online posts.
4. Works closely with the editorial team, preparing text and adapting media to produce and build newsletters for *UU World* using the team's email campaigns platform.
5. Assists in adapting private and institutional sponsors' advertisement pieces to *UU World's* digital and print formats.
6. Adapts media assets creatively as content or promotional material on associated digital channels.
7. Organizes and manages archives of digital assets.
8. Participates in department meetings and contribute creative ideas while following editorial guidance, observing deadlines and the team's online editorial calendar.
9. Evening/weekend work is required when responding to breaking events and the news cycle. Occasional travel is also required, including travel to UUA's Boston's office.
10. Performs other duties as requested by the Digital Editor, the Managing Editor, the Executive Editor, the Director of Communications, the UUA Executive Vice President, or the UUA President

Qualifications

This is a non-exempt Grade 9 position (expected hiring range \$26 - \$30 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:

- Bachelor's degree in Visual or Online Communications, Journalism, Graphic Design, or a related discipline.
- Combined experience in a digital newsroom, social media production, graphic design/marketing studio, or related fields.
- We are interested in good visual storytellers who understand and have experience with multimedia formats, SEO content creation, and CMS platforms (Drupal preferred).
- Experience editing and adapting images and videos for online channels using available professional tools (Adobe Creative Suite, Final Cut, Canva).
- Experience producing and building newsletters using email campaign platforms (Active Campaign preferred).
- Proficiency in Microsoft Office applications (Teams, Excel, Outlook, PowerPoint, and Word).
- We are looking for a team player who is attentive to detail and can work comfortably under pressure in a fast-paced environment (familiarity with team collaboration tools like Trello 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 “Digital Production Assistant” 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.