OPEN POSITION
Date Posted: September 21, 2023

Updated: September 15, 2023
Title: Youth and Emerging Adult Ministry Staff
Staff Group: Ministries and Faith Development, Office of Lifespan Faith Engagement
Reports To: Lifespan Faith Engagement Co-Director
Location: Open
Grade: 13
Hours/Week: **35, Full-time with benefits**

Purpose

Promotes spiritual growth, leadership and UU identity development for youth and emerging adults (YEA) through developing, coordinating and managing YEA Lifespan Faith Engagement (LFE) events programs for YEA ministry; collaborating with other UUA leaders to engage members of YEA communities; and offering support, resources, and guidance for equitable and impactful YEA ministry in UU congregations and other parts of Unitarian Universalism. Supports ministry with a diverse constituency including but not limited to BIPoC, LGBTQIA+, Trans and Non-binary, Neurodivergent and Disabled populations.

Principal Responsibilities

1) Develops and disseminates tools, resources and learning opportunities offered through LFE for ministry to and with youth and emerging adults (YEA) which are developmentally appropriate and spiritually vibrant. Oversees the resources, offerings, projects, events and administration for one or more assigned YEA specialized portfolio areas; portfolio areas may include: justice learning and leadership experiences, spiritual and pastoral care, congregational practice communities, identity exploration, bridging transition, etc.
    a) Works with LFE Events and Communications Coordinator to plan and lead events and trainings for YEA ministry working with other YEA leaders, such as youth advisor trainings or General Assembly programs, which could include convening planning teams, holding event logistics, registration, agenda, and program leadership and facilitation.
    b) Reviews and administers small grants, scholarships and other funds supporting YEA ministry.
2) Acts as a team member with other YEA staff and the Lifespan Faith Engagement team, communicating regularly, attending team meetings, assessing group capacity, and supporting one another's projects and portfolio responsibilities as needed and available.
3) Collaborates with other staff in the Ministries and Faith Development staff group, the Congregational Life regional teams and the College of Social Justice to offer core UUA YEA programs. Advises UUA leaders, staff and partner organizations on programs and ministry involving early, mid and late adolescence as well as family and multi/all-generational ministry. Facilitates and supports positive, developmentally-appropriate, and relational engagement with the wider UUA for the youth and emerging adults leaders with whom they are engaged.
4) Connects and supports religious professionals, YEA leaders, and advisors/volunteers in congregations and covenanting communities in creating skillful practices and effective YEA ministry. Leads trainings, provides consultations and coaching, and offers resources on YEA ministry to these congregational leaders. Develops, evaluates and administers standardized resources for youth and emerging adult groups and congregationally led cluster events and trainings.
5) Creates, writes, edits, and publishes communication materials about YEA ministry and UUA YEA programs, such as blog posts, podcasts, emails, web pages, slide decks and webinars. Provides information on YEA programs through UUA and other UU channels.
6) Recruits, trains and supervises volunteers and auxiliary staff for national and regional youth and emerging adult programs.
7) Performs other duties as requested by supervisor, the Co-Directors of Ministries and Faith Development, the Executive Vice President, or the President.

Qualifications

This is an exempt Grade 13 position (expected hiring range $56,000 - $71,500). 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 or equivalent.
- One to three years professional work experience overall, and five years of volunteer or professional experience working with 14-24 year olds.
- Experience building developmentally appropriate learning and growth experiences for youth and emerging adults. Understanding of adolescent identity and faith development
- Clear understanding of personal and professional boundaries and ethics. Understanding of power dynamics in working with youth, minors, and young adult peers. Consistent ability to articulate and follow safety commitments.
- Knowledge and experience of group and organizational change dynamics; knowledge of how volunteer organizations operate. Experience supervising volunteer and/or paid staff and managing teams is preferred.
- Understanding of UU identity and congregational practice. Commitment to our Unitarian Universalist Association.
- Ability to work flexibly and collaboratively within a staff team. Must be committed to practicing self-awareness and attending to one's own professional, spiritual and identity development. Ability to lead and self-regulate in environments of high anxiety, conflict, and challenge.
- Ability to take initiative, to be self-directing, to set priorities, and to manage time well.
- Excellent facilitation and public speaking skills.
- Ability to be proactive in advocating for justice.
- Experience with in-person and multi-platform program planning.
- Experience in curriculum or other resource development and organization. Strong project management skills.
- Proficiency in Microsoft Office applications, Google Suite, and willingness to learn new technological tools.
- Knowledge or willingness to learn the use of emerging communication and social media platforms.
- 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.
- Some nights and weekends required. Some travel required (less than 25% of the time).

* 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 "Youth and Emerging Adult Ministry Staff" 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.

As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.