

Updated: November 27, 2023
Title: Executive Assistant for the Executive Vice President & the Vice President for Programs and Ministries
Staff Group: Administration
Reports To: Executive Vice President and the Vice President for Programs and Ministries
Location: Boston, Massachusetts (onsite) preferred
Grade: 10, full-time
Hours/Week: 35

Purpose

To provide administrative support and assistance to the Executive Vice President and Vice President for Program and Ministries.

Principal Responsibilities

1. Provides administrative support for the Executive Vice President (EVP) and the Vice President for Programs and Ministries (VPPM). Handles all levels and types of correspondence for and on behalf of the EVP and VPPM. Holds the calendars of the EVP and VPPM, and schedules meetings on their behalf; may attend meetings to take notes and provide administrative or technical support. Coordinates travel and other arrangements for the EVP and VPPM. Researches and prepares reports and documents and organizes files. Communicates with a large number of denominational contacts and officials. Assists the EVP with the chief of staff function by communicating with UUA staff and organizing/planning All Staff Gatherings and other professional and social events. Manages additional assignments and projects for the EVP and VPPM.
2. Provides administrative and fiscal support for the Appointments Committee, Nominating Committee, Election Campaign Processes Committee, Presidential Search Committee, Moderator Search Committee, and Commission on Appraisal. Coordinates logistics for meetings, including travel. Supports budget forecasting on a quarterly and yearly basis. Processes travel and expenses and meeting-related reports
3. Supports other governance-related tasks in the Office of the President as needed, such as updating web pages, assisting UUA leaders at General Assembly, or providing additional administrative support for meetings. or Maintains general knowledge of the procedures, operations, and programs of the Administration and the Unitarian Universalist Association (UUA). Provides letters of good standing for congregations and covenanting communities.
4. In coordination with the Governance Manager, provides meeting support to the Board of Trustees, including scheduling, registration, and promotion for various types of meetings, tech support during meetings, and travel and logistical support for in-person events.
5. Performs other duties as requested by supervisors, the Executive Vice President and the Vice President for Programs and Ministries, or the President.

Qualifications

This is an exempt Grade 10 position (expected hiring range \$52,000-\$62,000 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:

- Bachelor's degree or equivalent
- 3 or more years of administrative support experience
- Highly organized with a non-anxious presence
- Polished oral and written communication skills, meeting planning skills, attention to detail, and a strong focus on service
- Ability to work flexibly and collaboratively within a staff team
- Understanding of the Unitarian Universalist Association and Unitarian Universalism
- Experience dealing with sensitive information and holding confidentiality.
- High proficiency in the Microsoft Office Suite (especially Outlook, Word, and Excel), strong familiarity with web-based applications (including Google Suite), and experience with web content management systems (CMS)
- Occasional travel and after-hours work, including attendance at board meetings and the annual General Assembly.
- Must have an 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.

* Residency within commuting distance of Boston is preferred, but location is otherwise 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 “Executive Assistant for the Executive Vice President & the Vice President for Programs and Ministries” 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.