

**Updated:** January 23, 2024  
**Title:** Congregational Life Field Staff – Pacific Western Region  
**Staff Group:** Congregational Life  
**Reports To:** Pacific Western Regional Lead  
**Location:** Within the Pacific Western Region\*  
**Grade:** 13  
**Hours/Week:** 35 hours, full-time with benefits

### **Purpose**

To provide support and resources for congregations, missional communities, and Unitarian Universalist religious professionals, as well as for the organizational development and expansion of our faith for the Pacific Western Region of the Unitarian Universalist Association (UUA) and beyond.

### **Principal Responsibilities**

1. Serves the Unitarian Universalist faith and values, our congregations, members, and other constituencies in the Pacific Western Region of Unitarian Universalist Association (UUA) and beyond. With the regional and staff group, determines staffing and service priorities consistent with our UUA Mission.
2. Works in covenant as a team member of Congregational Life and the Pacific Western Region of the UUA.
3. Provides direct support to congregational, covenanting community, and regional leaders through coaching, companionship, connecting, and challenging.
4. In collaboration with other Congregational Life staff, supports vital, innovative, covenantal, purposeful congregational and cross-congregational ministries by providing or arranging for appropriate consultation and programming, including webinars, workshops, and conferences.
5. Guides congregational leadership toward training in a variety of skills conducive to faithful, vibrant ministries.
6. Along with other regional staff, actively encourages collaboration among congregations to share resources and strategies; helps to organize cross-congregational learning communities both by geography and affinity; and facilitates and advocates covenantal support and accountability between congregations.
7. Organizes resources from the region and the UUA to meet congregational and covenanting community needs. Draws on congregational, cluster, regional, and national resources to provide a predictable and valued set of learning opportunities.
8. Serves as or ensures a representative of the region and/or the UUA will be present for ceremonial functions, interfaith efforts, and to ancillary organizations.
9. Participates actively in the UUA Congregational Life and regional staff teams, including retreats or other staff meetings. Prioritizes participation in activities offered to UUA staff, such as UUA All Staff and the learning and practice community.
10. Works with other UUA staff and UU leaders to imagine and evolve towards the future of Unitarian Universalism. Participates in appropriate missional activities in Congregational Life or UUA-wide.
11. Performs other duties as requested by supervisor, the Director of Congregational Life, the Executive Vice President, the Vice President for Programs and Ministries, or the President.

### **Qualifications**

This is an exempt Grade 13 position (expected hiring range \$56,000-\$71,500 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.
- In-depth knowledge and understanding of Unitarian Universalism; ability to speak and write confidently about Unitarian Universalism.
- Commitment to our Unitarian Universalist Association.
- A minimum of ten years' active involvement with Unitarian Universalist congregations and organizations.
- Personal religious depth.

- Ability to work flexibly and collaboratively as part of a regional staff team; proven track record as a good team member.
- Ability to take initiative, to be self-directing, to set priorities and to manage time well.
- A commitment to and understanding of organizational development.
- Ability to teach Systems Thinking.
- Knowledge and experience of group and organizational change dynamics. Has a high tolerance for change and understands transformation as a desirable result in religious work.
- Excellent communications and public speaking skills, including use of presentation technologies and social media.
- Knowledge or willingness to learn the use of emerging communications and remote learning technologies.
- Knowledge of volunteer organizations.
- Significant travel required; agreeable to travel across regional boundaries. Available to work nights and weekends.
- Must live in or be willing to relocate to the Pacific Western Region.
- 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 within the Pacific Western region. You should have easy access to a major airport due to the travel requirements of this position. Please see <https://www.uua.org/pacific-western> to determine the borders of the region.

### 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 “Congregational Life Field Staff – PWR” in the subject line—via e-mail to [careers@uua.org](mailto: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](mailto:humanresources@uua.org).

Proof of a full course vaccination against COVID-19 is a requirement of employment, in alignment with the UUA’s commitments to science and equity, protecting those who are most vulnerable. Medical exemptions are considered upon recommendation from a provider.

Please contact the Office of Human Resources at (617) 948-4648 or [humanresources@uua.org](mailto:humanresources@uua.org). For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://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.