

Updated: January 19, 2024
Title: Regional Administrator
Staff Group: Congregational Life
Reports To: Pacific Western Regional Lead
Location: Within the Pacific Western Region*
Grade: 9
Hours/Week: 35, full-time with benefits

Purpose

To provide administrative support to one or more Congregational Life teams including but not limited to the Pacific Western Region. Will also work collaboratively with the administrative support for other UUA regions and the UUA national office in various administrative projects and capacities.

Principal Responsibilities

1. Supports Congregational Life staff with administrative tasks.
2. Responsible for all scheduling, calendaring, and arranging of regular and non-regular meetings for the team.
3. Maintains and updates departmental database on a monthly or as needed basis.
4. Maintains and updates the specific departmental UUA.org webpages.
5. Takes minutes at all meetings and posts to the attendees in a timely fashion.
6. Oversees monthly newsletter, if applicable, and outward communication in coordination with supervisor.
7. Maintains documentation of and develops administrative procedures and structures.
8. Participates in regular team meetings, virtually and in-person.
9. Creates and develops communication and programming materials as needed.
10. Responsible for developing and implementing the social media strategy for the team.
11. Supports fundraising efforts within the department and/or region.
12. Works closely with the Congregational Life Budget Manager on departmental budgets, invoicing and check requests as needed.
13. Works with the Congregational Life Event Team to set up regional or national events or staff retreats.
14. 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 9 position (expected hiring range \$47,000-\$54,000 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:

- Minimum education: High School Diplomas
- Minimum years' experience: 5 or more years' experience in a related field
- Ability to manage overlapping projects, work assignments, schedules, and details.
- Excellent interpersonal and communications skills.
- Other required skills or attributes include attention to detail and the ability to maintain confidential information.
- Lay or professional religious leadership in a UU congregation is of particular value.
- Proficiency in Microsoft Office applications (Access, Excel, Outlook, PowerPoint, and Word) and social media platforms, with a willingness and ability to learn web-based tools such as Drupal, Capsule CRM, Mailchimp, and Wufoo.
- Travel 2-4 times per year to Boston, Regional Assembly, retreat and/or General Assembly sites.
- 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 “PWR Regional Administrator” 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.