

Updated: May 7, 2024
Title: Executive Administrator
Staff Group: Ministries and Faith Development
Reports To: Director of Ministries and Faith Development
Location: Open*
Grade: 10
Hours/Week: 35 hours/week

Purpose

To provide administrative support to the Director and Deputy Director of Ministries and Faith Development (MFD), to act as the MFD budget manager, and to serve as lead administrator for the MFD staff group while managing specific MFD projects.

Principal Responsibilities

1. Helps support Director and Deputy Director with two distinct yet overlapping portfolios with immediate and long-term goals. Balance work and attentiveness with each of them.
2. Assists Director and Deputy Director with calendaring and communications, including preparing the agendas and taking notes for MFD quarterly meetings and monthly Coordinating Council (CoCo) meetings. Facilitates MFD Administrator meetings and coordinates team coverage/backup when needed. Serves as notetaker for monthly Review Team meetings and tracks and updates all Review Team data.
3. Manages data for MFD. Performs tasks such as check requests, travel support, web updates, and data management. Acts as the "Level 1" section editor for MFD's UUA.org webpages.
4. Serves as staff group coordinator for special events, gatherings, and projects.
5. Provides administrative support for the UU Military Chaplains, including preparation of official military documents for ecclesiastical endorsement, distributing the *Bless All Who Serve* military handbook, and logistical support for their annual retreat.
6. Acts as budget manager and Adaptive Insights liaison for MFD; monitors staff budgets; prepares quarterly forecasts; provides finance/budget support to MFD cost managers.
7. Serves as logistics coordinator for the Service of the Living Tradition (SOLT) and the General Assembly (GA). Acts as staff group coordinator for GA planning (in-person, virtual, hybrid) space needs, advertisements, catering, displays, etc. Serves as production manager and staff group coordinator for the SOLT; serves as liaison to participants; creates slideshows; prepares order of service, monitors the design, content, production, and distribution. Works with the Stewardship and Development staff group to coordinate the "In Memoriam Booth" at GA each year.
8. Serves as panel recorder for the Ministerial Fellowship Committee (MFC) virtual interviews thrice annually. Prepares endorsement letters for ministers in fellowship.
9. Performs other duties as requested by Director or Deputy Director, the Vice President of Programs and Ministries, the Executive Vice President, or the President.

Qualifications

This is an exempt Grade 10 position (expected hiring range of \$51,900 to \$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:

- 3 or more years' experience as an administrative assistant in a mission-driven or other non-profit organization.
- The successful applicant will be a highly organized, multi-tasking, team player with excellent verbal, written and interpersonal communications skills, and will be able to demonstrate initiative, attention to detail, and strong organizational and time-management skills.
- The ability to work closely with the two-person leadership team in a climate of trust, respect, and collegiality. Experience managing and organizing busy executives, each with unique identities, life experiences, and work styles.
- The ability to interact with a variety of individuals and audiences with the highest level of professionalism, courtesy, dignity, and grace; ability to maintain discretion and confidentiality with sensitive information is a must.
- Must be highly proficient in the Microsoft Office Suite (Outlook, Word, Excel, Access or another database, and PowerPoint). Raiser's Edge and/or CMS (website content management system) experience is highly desirable.

- Occasional travel may be required, including to the UUA's offices in Boston and to the UUA's annual General Assembly in June.
- 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 “MFD Executive 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.