Updated: June 17, 2024
Title: Trans Support Specialist
Staff Group: Administration
Reports To: Vice President for Programs & Ministries
Location: Open*
Grade: 13, full-time
Hours/Week: 35

* Location is open in the continental United States. You should have access to a major airport due to the travel requirements of this position.

Purpose
To provide direct practical and spiritual support to trans and nonbinary communities within and outside of Unitarian Universalism.

Principal Responsibilities
1. Coordinate the UU Trans Chaplaincy Network that supports the UPLIFT monthly gathering in collaboration with TRUUsT to ensure the accessibility of trans/non-binary spiritual care support alongside the gathering
2. Design regular gathering spaces and programming to meet the spiritual needs of trans and nonbinary UUs and their families, including recruiting, training and supervising chaplains and spiritual care providers to staff these spaces and programs
3. Serve as primary liaison to and holder of relationships with partner organizations coordinating to create networks of direct support for trans and nonbinary people. This work may include attending meetings, recruiting volunteers, engaging in secure direct communication and coordination, maintaining our secure encrypted database, etc.
4. Serve as the point of contact and provide triage for trans and nonbinary members of the UU community who are seeking resources and support for relocation, accessing healthcare, connecting with frontline organizing, etc.
5. Respond quickly and confidentially to leverage UU relationships and resources to meet emergent needs of individuals and congregations related to trans issues
6. Collaborate closely with other UUA staff groups, including Congregational Life and the Office of LGBTQ & Multicultural Ministries, to create programming and spiritual support resources for UU congregations and organizations providing ministry for and with trans and nonbinary members
7. Convene UU leaders and partner organizations in small groups as needed to coordinate, strategize, and mobilize people and resources in response to emerging needs and scenarios
8. Performs other duties as requested by supervisor, the Executive Vice President, 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:

- Must be able to work independently and be highly self-motivated, demonstrate creative problem-solving and excellent professional judgment, possess resiliency and ability to work in a rapidly changing and fast-paced environment
- Excellent skills in building and maintaining partner and constituent relationships, including strong preference for experience working with faith leaders, congregations, and coalitions
- 5+ years spiritual/pastoral care experience, with a preference for ministry to and with the LGBTQIA+ community, especially trans and nonbinary people
- Master of Divinity or equivalent and completion of one or more units of Clinical Pastoral Education or equivalent chaplaincy experience required; Board Certification with the Association of Professional Chaplains or other professional organization preferred
- Impeccable ability to communicate with discretion and integrity, both with constituents and partner organizations. Willingness to follow digital security protocols is non-negotiable; must have proficiency in or willingness to learn software such as Signal, Jitsi, Cryptpad, etc.
- Commitment to supporting strategies and partnerships that align with Unitarian Universalist values and principles. Ability to articulate Unitarian Universalist theological grounding for LGBTQIA+ related organizing and pastoral care strongly preferred
- Ability to act collaboratively and flexibly as a member of a remote staff team, including proficiency with technologies such as Google docs, Slack, Asana, Zoom, etc.
- Strong verbal, written, and interpersonal communication skills
- Deep commitment to countering systems of oppression and leading with intercultural fluency and humility. Worked or lived experience with Black/Indigenous/communities of color, LGBTQIA+ communities, and poor and/or rural communities is of particular value
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority
- Willingness to work with volunteers or provide programming to constituents whose schedules require communicating and/or meeting outside of regular work hours.
- Ability to travel occasionally for gatherings and in-person events.

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 “Trans Support Specialist” 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 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.