**Purpose**

Purpose: To coordinate, facilitate, and support key projects, workflows, and programs for the Equity, Belonging, and Change (EBC) area, thus helping the Unitarian Universalist Association (UUA) be an organization that embodies our faith’s aspirations towards Beloved Community, where people of all backgrounds and identities can thrive.

**Principal Responsibilities**

1. Coordinates, supports, and serves on UUA teams, committees, and task forces, as requested, including helping or guiding some groups and their processes through agenda-setting and facilitation; representing the EBC area on various teams; and providing coordination, research, and action between meetings, and momentum for some teams.
   a) Examples may include: facilitating a workplace equity team to produce outcomes as agreed upon; developing group goals and outcomes statements; shaping, recommending, and tracking future agenda items; inviting and coordinating with guests and consultants; conducting research, planning, and resource development to support the goals of teams/groups; and development of group processes.

2. Coordinates special events, retreats, and projects.
   a) Examples may include: developing retreats, conversations, and group spaces; planning book talks and book distributions or guest speakers; overseeing and/or coordinating with consultants for projects; and staffing or organizing staff and volunteers for receptions or exhibition tables.

3. Organizes and provides key logistical support for teams/groups, events, and the EBC staff. Prepares or drafts/organizes various kinds of communications.
   a) Examples may include: calendar management and scheduling, meeting reminders, organizing team meetings and retreats, taking notes and organizing files, and managing email boxes; developing presentations, publications, reports, website updates, evaluations, and announcements.

4. Provides and supports financial stewardship and reporting.
   a) Examples may include: projected spending and receipts tracking, budget and credit card reconciliation, purchasing and reservations, processing invoices and contracts, maintaining projections and preventing overspending, and recommending budgetary adjustments.

5. Performs other duties as requested by supervisor, the Executive Vice President, or the President.

**Qualifications**

This is a non-exempt position with a salary midpoint of $60,800. Compensation may vary based on factors such as experience, qualifications, and geographical location, with offers potentially ranging from 10-15% higher or lower than the midpoint. 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 expected.
- Professional experience of 3+ years, including specific demonstrated experience with event/meeting planning and facilitation, and demonstrated experience with diversity/equity expertise.
- Ability to work in a fast-paced and high-profile environment.
- Exceptional writing and communication skills.
• Demonstrated ability to advance complex projects, with high attention to detail, and orientation towards problem-solving, group facilitation, and navigating complex systems, relationships, and workflows.
• Highest levels of personal integrity and discretion, dealing with sensitive information and holding confidentiality.
• Excellent sense of collegiality, supporting and coordinating with the team. Ability to engage with a range of constituents and collaborators with respect and care.
• Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, and Word), advanced proficiency preferred.
• Some travel and evening/weekend work may occasionally be required, including possible travel to Washington, DC; Chicago, IL; and Boston, MA.
• Robust skills and analyses in understanding, navigating, and addressing anti-racism, anti-oppression, multiculturalism, diversity, equity, identity, belonging, and intersectional approaches to transformational work — especially at the institutional level; foundational personal commitment to justice, equity, and liberation.
• 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.

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 “EBC Coordinator” in the subject line—via e-mail to careers@uua.org.

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 Department of Human Resources at careers@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. All UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles, and mission. Unitarian Universalism puts love at the center of our commitments, which embrace the Shared Values of justice, equity, transformation, interdependence, pluralism and generosity. The following points drawn from these Shared Values are of particular importance for the UUA’s work environment and staff culture:

• Pluralism and generosity: 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 and equity: 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.
• Interdependence and transformation: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, environmental exploitation, and other interrelated systems of marginalization.