

**Updated:** July 23, 2024  
**Title:** Digital Content Coordinator, *UU World*  
**Staff Group:** Communications  
**Reports To:** Digital Editor, *UU World*  
**Location:** Open\*  
**Job Category:** Administrative III, full-time  
**Hours/Week:** 35

*\* 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.*

### Purpose

Creating high-quality coverage of national topics aligned with UUA values and goals, completing day-to-day tasks supporting strategies developed by the Digital Editor, and contributing to the broader goal of countering and dispelling harmful narratives.

### Principal Responsibilities

1. Completes content assignments to be featured on uuworld.org, such as articles, essays, Q&As, curated photo galleries, and recorded video interviews.
2. Assists the Digital Editor in adding content to the website's content management system for online publication.
3. Works closely with the editorial team to prepare text and adapt media to support the Digital Editor in producing and building the *UU World* newsletter.
4. Helps *UU World* respond to community story pitches and leads that could translate to relevant content for our audience.
5. Regularly attends *UU World* and Communications staff meetings and collaborates with the editorial team to generate creative ideas for uuworld.org in service of our audience.
6. Attends and assists in coverage of the annual UUA General Assembly.
7. Participates in a collaborative, non-extractive reporting and editing process that empowers and grants agency to the people who trust us with their stories.
8. Performs other duties as requested by supervisor, the Executive Vice President, or the President.

### Qualifications

This is an exempt position with a salary midpoint of \$56,300. 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 of Arts in Journalism, Communications, English, or a related field
- At least three to five years of experience with written and multimedia storytelling in a newsroom setting
- Experience with SEO, Canva, and CMS platforms (Drupal preferred)
- Proficiency in Microsoft Suite (Teams, Excel, Outlook, PowerPoint, and Word)
- Strong time-management skills to thrive in a flexible and independent environment that centers on mutual trust, respect, dignity, and teamwork
- Strong research skills and a diligent dedication to fact-checking preferred
- Openness to travel when necessary for coverage or UUA business\*
- An understanding of Unitarian Universalism is helpful
- An understanding of issues around anti-racism, anti-oppression, and multiculturalism
- Work or lived experience with BIPOC communities is of particular value
- An 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 “Digital Content Coordinator” in the subject line—via e-mail to [careers@uua.org](mailto: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](mailto:careers@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. 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.