

Updated: August 1, 2024
Title: Special Project Administrator
Staff Group: Organizing Strategy Team
Reports To: Organizing Strategy Director
Location: Open*
Job Category: Administrative II, part-time
Hours/Week: 20

* 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

To provide administrative support and collaborate with the Organizaing Strategy Team to develop and assist with strategic projects and engagement with Side With Love.

Principal Responsibilities

1. Performs research and engagement to support new organizing opportunities.
2. Coordinates and administers base-building strategies, including outreach and mobilization to engage leaders.
3. Recruits and trains volunteers for short-term organizing projects.
4. Assists in maintaining database, project management software, and other administrative tools to ensure effective workflows.
5. Creates comprehensive reports on program activities for team updates and external communications.
6. Supports the organization and planning of virtual and in-person events.
7. 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 \$29,800. 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
- Minimum of 2 years of organizing or advocacy experience
- Excellent project management and logistics management skills
- Familiarity with VAN, EveryAction, Action Network or similar campaign software
- Familiarity with Peer-to-Peer texting and phone banking software
- Experience working on issue campaigns
- Excellent written and verbal communication skills, with meticulous attention to detail
- Strong strategic thinking and problem-solving abilities

- Knowledge and understanding of Unitarian Universalism; ability to speak and write confidently about Unitarian Universalism, preferred
- Ability to work independently and collaboratively in a fast-paced environment
- 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

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 “Special Project Administrator” 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.