

**Updated:** October 1, 2024  
**Title:** Regional Administrator  
**Staff Group:** Congregational Life  
**Reports To:** Southern Regional Lead  
**Location:** Within the Southern Region\*  
**Job Category:** Program Specialist I, full-time  
**Hours/Week:** 35

\*Location is open with the Southern Region. You should have easy access to a major airport due to the travel requirements of this position. Please see <https://www.uua.org/southern> to determine the borders of the region.

### Purpose

To provide administrative support to one or more Congregational Life teams including but not limited to the Southern Region. Will also work collaboratively with the administrative support for other UUA regions and the UUA national office in various administrative projects and capacities.

### Principal Responsibilities

1. Supports Congregational Life staff with administrative tasks.
2. Responsible for all scheduling, calendaring, and arranging of regular and non-regular meetings, convenings, and events for the team.
3. Maintains and updates departmental databases on a regular basis.
4. Maintains and updates the specific departmental UUA.org webpages.
5. Takes minutes at all meetings and posts to the attendees in a timely fashion.
6. Oversees monthly newsletter, if applicable, and outward communication in coordination with supervisor.
7. Maintains documentation of and develops administrative procedures and structures.
8. Maintains and organizes the Region's shared data and electronic filing systems.
9. Participates in regular team meetings, virtually and in-person.
10. Creates and develops communication and promotional materials as needed.
11. Responsible for managing the social media accounts for the team.
12. Works closely with the Congregational Life Budget Manager on departmental budgets, invoicing, and check requests as needed.
13. Works with the Congregational Life Event Team to set up regional or national events and staff retreats.
14. Performs other duties as requested by supervisor, Director of Congregational Life, the Executive Vice President, the Vice President for Programs and Ministries, or the President.

### Qualifications

This is an exempt Program Specialist I 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:

- High School Diploma or equivalent required
- 5 or more years' experience in a related field
- Ability to manage overlapping projects, work assignments, schedules, and details
- Excellent interpersonal and communication skills
- Other required skill or attributes include attention to detail and the ability to maintain confidential information
- Lay or professional religious leadership in a UU congregation is of particular value
- Proficiency in Microsoft Office applications (Access, Excel, Outlook, PowerPoint, and Word) and social media platforms, with a willingness and ability to learn web-based tools such as Drupal, Capsule CRM, Mailchimp, Zoom, and Wufoo

- Travel 2-4 times per year to Boston, Regional Gatherings, Retreats, and/or General Assembly
- 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 “Southern Region Administrator” in the subject line—via email 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.