

Updated: June 16, 2017
Position Title: Events Coordinator
Staff Group: Pacific Western Region
Reports To: Administration Manager
Location: Home office, preferably in the Pacific Western Region
Grade: 9
Hours/Week: 20 (benefits eligible)

Purpose

To coordinate the successful delivery of regional events such as webinars, workshops, trainings, youth events, multi-congregational events as well as district or regional assemblies

Principal Responsibilities

1. Team participation:
 - Actively participates in administrative staff meetings.
 - Attends regional field staff meetings as needed.
2. Events coordination:
 - In consultation with staff and guest presenters, sets the schedule for all regional events.
 - In consultation with staff, creates and monitors budgets for all events.
 - Locates, negotiates agreements with, and books suitable venues for each on-site event.
 - Sets up online events and provides instruction to first-time online event participants.
 - Makes arrangements for room set up, audio-visual, catering, guest presenters' travel and accommodations, and other logistics.
 - Creates nametags, handouts, and other print materials needed for events.
 - Works closely with the regional registrar and provides information for registration.
 - Works closely with the regional communications coordinator to publicize events.
 - Assists registrar in answering participants' questions about events.
 - Creates and solicits participation in post-event evaluations.
 - Ensures payment for all event expenses.
 - Assists the regional bookkeeper in reconciling each event's income and expenditures.
 - Provides final reports (including financial and participation information) on each event.
 - Maintains event metrics for the region and regularly reports on event participation.
3. Performs other duties as requested by supervisor, Director of Congregational Life, the Chief Operating Officer, or the President.

Qualifications

This is a Grade 9 position (expect hiring range \$21,143 - \$26,114 depending on experience). Requirements include:

- Bachelor's degree preferred; significant related work experience may substitute.
- Minimum of three years' experience in office administration.
- Proficiency in the Microsoft Office applications (especially Word, Excel, PowerPoint); Google applications; Zoom; social media.
- Ability to regularly participate in meetings by high-speed Internet.
- Ability to learn basic WordPress and custom-designed registration system.
- Demonstrated success coordinating events.
- Experience in negotiating with hotels, conference centers, retreat centers, and other venues.
- Physical ability, driver's license and car needed to carry equipment, food, etc. and provide on-site facility management as needed,
- Availability to work some evenings and weekends as dictated by the event schedule.
- Availability for a limited number of out-of-town travel trips throughout the year.

Desired Competencies

- Respect for, interest in and experience with religious congregations.
- Ability to work as part of a team.
- Strong organizational, communication, and interpersonal skills.
- Ability to accomplish projects with little supervision.

- Detail-oriented with strong expectations for quality.
- Familiarity with geography of and travel possibilities within the Pacific Western Region.

How to Apply

People with disabilities, people of color, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. Send cover letter and résumé—indicating “Events Coordinator” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA and the Pacific Western Region

The Pacific Western Region is one of five regions in the Unitarian Universalist Association, serving 188 congregations in the 13 westernmost United States, including Alaska and Hawaii. The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. 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 (for full-time staff), we pay 80% contribution towards health insurance premiums, 11% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The Unitarian Universalist Association is an Equal Opportunity Employer. For more information on the Pacific Western Region and the UUA, visit us online at UUA.org/pwr.