

Title: Communications Associate
Staff Group: Congregational Life Staff, New England Region
Reports To: New England Regional Lead
Location: Boston, MA (onsite)
Grade: 8, part-time (21 hours per week with benefits)

Purpose

To implement the communication strategies for the New England Region (NER) of the Congregational Life staff group. To provide the operational and administrative management focus for the Region in close working relationship with the Regional Lead.

Principal Responsibilities

1. Data management:
 - Creates collaborative and effective strategies for data collection and reporting.
 - Keeps program metrics current including survey analysis and reporting, web hits, etc.
2. Communications:
 - Designs and implements strategies to ensure NER constituents know they are being served and how.
 - Produces regional messages, event descriptions, newsletters, website/print copy, etc.
 - Works with administrative staff to ensure all NER communications are beautiful, inspiring, accurate, timely, and up-to-date.
 - In accordance with UUA guidelines, maintains the NER brand and ensures staff compliance.
 - Designs and creates newsletters, general announcements, etc.
 - Edits marketing and presentation materials.
 - Coordinates and conducts social media strategy for the Region, which may include Facebook postings, web posts, assistance with blog, etc.
3. Performs other duties as requested by supervisor, the Director of Congregational Life, the Executive Vice President, or the President.

Qualifications

This is a Grade 8 position (expected hiring range \$20,160-\$24,840 depending on experience). 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.
- Proficiency in the Microsoft Office applications (Word, Excel, PowerPoint).
- Proficiency in the use of web-based content management including rudimentary HTML; Google applications; Constant Contact applications; social media; Photoshop; audio and video editing a plus.
- Ability to work as part of a team and willingness to participate in the practice of covenant.
- Excellent communication skills, including writing, proofreading, and speaking.
- Demonstrated skill at graphic design.
- Ability to manage multiple projects and work assignments.
- Excellent interpersonal skills in person, by e-mail, and by phone.
- Ability to accomplish projects with little supervision.
- Detail-oriented with strong expectations for quality.
- Respect for, interest in, or experience with religious congregations.
- Work or lived experience with communities of color or indigenous peoples is of particular value.
- Willingness 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 “Communications Associate” 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

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, 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 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 Office of Human Resources at (617) 948-4648 or humanresources@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. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA's values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA's work environment and staff culture:

- The inherent worth and dignity of every human being: 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, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: 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.
- The interdependent web of existence: 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.