

Updated: December 21, 2017
Position Title: Congregational Life Field Staff
Staff Group: Congregational Life, Central East Region
Reports To: Regional Lead
Location: Central East Region
Grade: 13, full-time with benefits

Purpose

To provide support and resources for congregations, covenanting communities, Unitarian Universalist (UU) religious professionals, missional communities, and organizational development and expansion of our faith for the Central East Region of the Unitarian Universalist Association (UUA).

Principal Responsibilities

1. As a member of the regional Congregational Life staff group, serves the Unitarian Universalist faith and values, our congregations, members, and other constituencies in the Central East Region of Unitarian Universalist Association. With the staff group, determines service priorities consistent with our UUA Ends.
2. Works in covenant as a team member of the Central East Region of the UUA.
3. Provides direct consultation to congregational and regional leaders.
4. Supports healthy, innovative, covenantal, purposeful congregational and cross-congregational ministries by providing or arranging for appropriate consultation and programming.
5. Assists/coaches/teaches new, emerging and existing congregations and clusters through appropriate educational programming such as workshops, webinars and conferences.
6. Along with other regional staff, actively encourages collaboration among congregations to share resources and strategies; helps to organize cross-congregational learning communities both by geography and affinity; facilitates and advocates covenantal support and accountability between congregations.
7. Organizes resources from the regions and the UUA to meet needs of congregations, congregational clusters and the emerging array of UU covenantal communities. Draws on congregational, cluster, regional, and national resources to provide a predictable and valued set of learning opportunities.
8. With the regional staff team, identifies growth opportunities and encourages within and beyond congregational efforts toward growth in numbers, organizational health, associational connectivity, depth of faith, and outreach to extend and promote Unitarian Universalism.
9. Serves as or ensures a representative of the region and/or the UUA will be present for ceremonial functions, interfaith efforts, and to ancillary organizations.
10. Participates actively in the UUA Congregational Life and regional staff teams, including retreats or other staff meetings.
11. Other principal responsibilities as indicated in the Addendum.
12. Performs additional duties as requested by the supervisor, the Director of Congregational Life, the Chief Operating Officer, or the President.

Qualifications

This is a Grade 13 position (expected hiring range \$62,000-\$70,000). Note that qualifications may be met as a result of lived or professional experience, and/or formal or informal training.

- Deep understanding of congregations, including 5-10 years of experience with UU or similar congregations, with a preference for experience in multiple UU settings.
- Comfort acting as a Unitarian Universalist public faith leader with a sense of inner spiritual grounding. Status as an ordained minister is not required.
- Commitment to congregational creativity and interdependence, and to advancing the beloved community within Unitarian Universalism and in the wider world.
- Strong skill set with countering systems of oppression and cultural marginalization, and leading with intercultural fluency and humility. Worked 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.
- Ability to assist congregations in developing clear mission focus, healthy communication patterns, appropriate and clear organizational structures, and adaptation to an evolving religious landscape.
- Demonstrated experience in analyzing, managing, and teaching complex systems dynamics. Knowledge and experience of group and organizational change patterns.
- Ability to work flexibly and collaboratively as part of a regional staff team.

- Excellent interpersonal, communication, and conflict negotiation skills.
- Ability to take initiative, to be self-directing, to set priorities, and to manage time well.
- Ability to act with judgment and discretion on a wide range of sensitive topics, including personnel matters.
- Comfortable with facilitating and leading in online and digital environments including the ability to learn and lead a team in the adoption of new technologies and software.
- Ability to perform work that involves frequent travel and weekend commitments.

Note that the successful candidate must live in the UUA’s Central East Region and will be expected to work from a home office.

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 all of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Congregational Life Field Staff – Central East Region” 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. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at UUA.org, uuworld.org, and uua.org/southern.

About the Congregational Life Staff Group

The Congregational Life staff group is made up of our UUA’s field staff consultant teams divided into five collaborative regional teams (<https://www.uua.org/regions>).

About the Central East Region

The Central East Region (CER) includes nearly 200 congregations and communities in Connecticut, the District of Columbia, Delaware, Maryland, New Jersey, New York, Ohio, Pennsylvania, Virginia, and West Virginia. We have a staff team of 12. For more information, visit <https://www.uua.org/central-east>.

Addendum

1. This staff person will be responsible for serving congregations in the western part of the region: Ohio, western Pennsylvania, and northwestern New York. Exact congregational assignments will be determined after hire and are somewhat flexible. Residency in this area strongly preferred.
2. Many of our program staff hold expertise in one or more areas of congregational life. We encourage you to share your expertise with us to see how it might impact our work for congregations.