

**Updated:** November 30, 2018  
**Title:** Congregational Life Administrator  
**Staff Group:** Congregational Life  
**Reports To:** Budget and Safe Congregations Manager  
**Location:** Boston, MA (onsite)  
**Grade:** 9, full-time with benefits

### **Purpose**

To manage administrative responsibilities for the Budget and Safe Congregation Manager (supervisor), the Director of Congregational Life, and the Congregational Life staff group.

### **Principal Responsibilities**

1. Provides administrative support to supervisor and the Director of Congregational Life. Performs full range of administrative duties, including correspondence, managing documents and files, answering phones, and scheduling and taking notes for meetings and conference calls.
2. Travels to and provides logistical support and event coordination for staff group functions such as the Congregational Life Leadership Team retreats, Congregational Life meetings, the Big Alignment Meeting (BAM), and General Assembly.
3. Orders office supplies and maintains records of equipment, supplies, and requisitions.
4. Prepares expense vouchers and maintains travel and American Express expense accounts. Prepares check requests as needed for staff group.
5. Maintains and updates databases for staff and regional and district offices, including the Regional Leaders Group.
6. Acts as staff liaison, provides logistical support and coordinates tasks, as needed, with groups connected to Congregational Life, such as the Accessibilities and Addictions groups. Updates the relevant web pages on UUA.org.
7. Manages logistical tasks for new congregations and covenanted communities.
8. Creates and updates content on UUA.org, blogs, and various social media sites for the director and the staff group. Monitors social media for the director.
9. In collaboration with the Budget and Safe Congregations Manager, ensures budget compliance and generates needed reports.
10. Supports other executive administrative staff as needed.
11. Performs other duties as requested by supervisor, the Director of Congregational Life, the Executive Vice President, or the President.

### **Qualifications**

This is a Grade 9 position (expected hiring range \$37,000-\$50,000 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. The ideal candidate will have a Bachelor's degree and an interest in non-profit, faith-based work. Candidates must be able to work well independently and on a team, have excellent organizational skills and a customer service orientation, advanced proficiency in Microsoft Windows and the Microsoft Office Suite (especially Outlook, Word and Excel), knowledge of general office procedures, meeting planning, and experience with a range of social media platforms. CMS (content management systems for the Web) experience is helpful. Superb written and oral communication skills expected. Must be able to establish, maintain positive relationships with, and manage communications with internal (UUA staff) and external (congregations) constituents. Work or lived experience with communities of color or indigenous peoples is of particular value, as is a willingness to work in an organization in which the dismantling of white supremacy is a high priority. Ability to travel as needed.

### **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 “Congregational Life Administrator” in the subject line—via e-mail to [careers@uua.org](mailto: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](mailto:humanresources@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. 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.