Updated: March 26, 2019
Position Title: Regional Administrator
Staff Group: Congregational Life, Pacific Western Region
Reports To: Regional Lead
Location: Pacific Western Region (from a home-based office)
Grade: 9, full-time (with benefits)

Purpose
To manage administration and communication responsibilities for the Pacific Western Region (PWR) of the Unitarian Universalist Association.

Principal Responsibilities
1. Administration:
   - Provides administrative support to Regional Lead as requested.
   - Provides or arranges administrative support for program staff as approved by Regional Lead.
   - Ensures legal operating and filing requirements are met for the districts and region.
   - Manages documents and files as required for the smooth functioning of the regional office.
   - Monitors districts’ insurance policies and keeps coverage current.
   - Collaborates with bookkeeping staff to ensure checks and balances regarding financial transactions.
   - Attends meetings (generally via videoconference) of UUA-wide Administration Team, UUA Congregational Life staff, UUA All Staff, and other meetings as required.
   - Ensures regular updates of the regional database.
   - Liaises with district boards to prepare and distribute District Assembly materials in coordination with Regional Lead.
   - Generates reports as requested by Regional Lead and program staff.
   - Oversees administrative support for the four Chalice Lighter programs in partnership with other PWR administrative staff.

2. Communication:
   - Responds to general incoming communications to the region, or direct inquiries to the appropriate PWR staff.
   - E-mails congregational leaders regarding events, deadlines, or as other occasions arise.
   - Proofreads PWR materials and resources to ensure accuracy and timeliness.
   - Increases social media presence; monitors and updates regional and district social media postings.
   - Edits monthly newsletter; distributes newsletter to subscribers and posts online.
   - Updates and maintains websites—including design and content—for PWR and the four districts.
   - Receives and reviews requests for PWR calendar postings and maintains PWR calendar.
   - Oversees PWR Tech Zoom calendar.

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 9 position (expected hiring range $37,000-$45,700 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 nonprofit, faith-based work. Candidates must be able to work well independently and as part of a team, have excellent organizational skills, and a customer service orientation. Proficiency required in Microsoft Office applications (particularly Excel, Word, and Outlook) and Google Calendar. Experience with Zoom, Basecamp, Capsule, Drupal, and WordPress extremely helpful. Knowledge of general office procedures and experience with a wide range of social media platforms is essential. Superb written and oral communication skills expected. Ability to make two to three out-of-town trips per year required. Work or lived experience with communities of color or indigenous peoples is of particular value, as is an eagerness to work in an organization in which the dismantling of white supremacy is a high priority. Residency in the Pacific Western Region is required.

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 “PWR Regional Administrator” 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.

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 (www.uua.org/regions). The core purpose of the Congregational Life staff team is to cultivate connections between congregations, to inspire and coach new and innovative models of “doing church,” and to companion and empower existing congregations and their leaders to their next level of impact. Put simply, “We serve interconnection, innovation, and impact.”

About the Pacific Western Region
For information, visit us online at www.uua.org/regions.

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.