



**OPEN POSITION**  
**Date Posted:** November 5, 2018

**Updated:** November 5, 2018  
**Position Title:** Associate Editor  
**Staff Group:** Communications, Office of Periodicals  
**Reports To:** Managing Editor  
**Location:** Open (Boston, MA preferred)  
**Grade:** 10, Full-time

### **Purpose**

To develop and present new and historically marginalized liberal religious voices for *UU World*, the membership magazine of the Unitarian Universalist Association.

### **Principal Responsibilities**

1. Reviews submissions, assigns writers, edits copy, writes articles, and oversees editorial projects under the direction of the supervisor or Editor.
2. Manages social media accounts.
3. Performs other duties as requested by supervisor, the Editor, the Director of Communications, the Executive Vice President, or the President.

### **Qualifications**

This is a Grade 10 position (expected hiring range \$41,600-\$47,000 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. We are seeking candidates with the following qualities and aptitudes:

- Familiarity with Unitarian Universalist communities and traditions.
- Self-directed and highly motivated.
- Eager to work in a collaborative team.
- Interculturally competent.
- Experienced at selecting and developing powerful writing.
- Demonstrated ability to write or edit publication-ready text for a variety of audiences.
- Demonstrated proficiency with social media.
- Experience with project management or working to a deadline.
- Proficiency with Microsoft Office (especially Outlook and Word).

Some travel is required, including to the annual General Assembly each June.

### **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 “Associate Editor” 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).

### **About the Team**

The editorial team of *UU World* is highly collaborative and offers growth opportunities. The specific tasks and areas of responsibility of the Associate Editor will be determined during hiring in the context of the full team and the skills the employee brings.

### **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.