

Updated: November 30, 2018
Title: General Assembly and Conference Services Director
Staff Group: General Assembly and Conference Services
Reports To: Treasurer and Chief Financial Officer
Location: Open (Boston, MA preferred)
Grade: 14, full-time with benefits

Purpose

To manage the Office of General Assembly and Conference Services, including all aspects of the Unitarian Universalist Association's annual General Assembly (GA) including site selection, planning, and implementation of all events and budget management, and other negotiated aspects for select meetings of UUA staff groups. General Assembly is the five-day annual business meeting of the Association ranging from 2,700-5,000 attendees, utilizing multiple hotels and a convention center. In addition to business sessions, there are daily large worship services and over 100 workshops.

Principal Responsibilities

1. Works with General Assembly Planning Committee to establish policies and guidelines for all aspects of GA and to maintain close contact with all members of Planning Committee. The Planning Committee is a group of volunteers elected by the GA delegates whose mission is to "create opportunities for intentional, transformative change towards a beloved community" at GA.
2. Serves as staff liaison, makes arrangements for, and attends Planning Committee meetings.
3. Researches and visits potential GA sites; makes recommendation to Planning Committee.
4. Negotiates hotel rates, convention center fees, and contracts meeting space, lodging, and meals when appropriate for GA and related meetings.
5. Negotiates all vendor contracts related to GA including audio-visual for general session and breakouts, exposition service contractor, printing, event cancellation insurance, housing services when necessary, childcare, security, first aid, and catering.
6. Acts as liaison with regional staff and congregational leadership in current and future host regions to establish volunteer support system.
7. Participates in the General Assembly and Mission of the Association Partnership meeting (consisting of representatives from UUA Board of Trustees, Planning Committee, and Administration) to discuss goals for upcoming GA, sets theme, etc. Participates in the grid meeting for General Assembly (stakeholders meet to set the framework and schedule for GA, blocking out worships, program slots, general session time, etc.).
8. Works with UUA Board Secretary, legal counsel, and Information Technology Services staff in all matters pertaining to UUA elections, congregation certification, delegates, and UUA business conducted at GA.
9. Develops mission-based budget of approximately \$1.4 million and sets GA fees in cooperation with the Planning Committee; oversees all income and disbursements.
10. Works to make General Assembly as accessible as possible, ensuring sites are physically accessible, arranging for the provision of real-time captioning and hearing loop in the general session space, scooter rentals, sign language interpreters for public worships, large-print music lyric handbooks. Coordinates with Information Technology Services staff in the provision of off-site delegate opportunities.
11. Directs the sustainability initiatives at GA with the goal of producing a zero-waste meeting with reduced carbon impact. Integrates sustainability into contract negotiations, communicating commitments to stakeholders and measuring outcomes.
12. Obtains all music permissions for GA.
13. Oversees site selection, contract negotiations and other meeting planning services for UUA work groups including regional meetings, as bandwidth allows.
14. Supervises Office of General Assembly and Conference Services staff (Administrator, Housing and Exhibits Manager, and Meeting Planner).
 - Oversees assignment of time and space for all events held during GA and UU professional meetings before and after GA.
 - Oversees development of the General Assembly program book and the General Assembly App.
 - Oversees pre-registration and on-site registration procedures for GA and other meetings.
 - Oversees assignment of 180-200 volunteers at General Assembly.
 - Oversees distribution of financial aid for GA attendees.
 - Oversees development and dissemination of information related to GA promotion, programming, and business.

- Oversees the exhibit hall.
 - Oversees management of housing block for General Assembly.
15. Performs other duties as requested by supervisor, the Executive Vice President, or the President.

Qualifications

This is a Grade 14 position (expected hiring range \$62,900-\$99,200 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:

- Minimum five years' experience in direct meeting planning with an understanding of nonprofit, associational meetings.
- Certified Meeting Planner (CMP) credential preferred.
- Calm demeanor and non-anxious presence in high-stress situations with multiple competing priorities.
- Strong negotiation and contracting skills.
- Excellent interpersonal and communication skills.
- Ability to navigate complex organizational systems and establish relationships with multiple stakeholder groups.
- Comprehensive understanding of Unitarian Universalism or experience with similar progressive, liberal organization with values common to Unitarian Universalism.
- Strong skill set in managing complex budgets with understanding of basic accounting practices.
- Significant experience with team leadership and staff and volunteer supervision.
- Proficiency in Microsoft Office Suite (Excel, Outlook, and Word).
- Comfortable using social media, Google Docs, and other web-based applications, Zoom virtual meeting software, and other emerging communications and remote learning technologies.
- Commitment to sustainable and green practices.
- Commitment to countering systems of oppression and cultural marginalization.
- Commitment to making GA as accessible as possible to people with disabilities.
- Willing to undertake substantial travel (approximately 15–20% of time, including weekends).
- Residency in the Boston, MA area is preferred, but not required.
- 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 “GACS Director” 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.