



FREQUENTLY ASKED QUESTIONS

If you're interested in working as a member of the Unitarian Universalist Association's (UUA's) national staff, you may find the answers to these frequently asked questions helpful.

I see a job I'd like to apply for. Where do I send my résumé?

It depends. Follow the instructions in the "How to Apply" section of the job posting, as each position may have a different procedure and application requirements.

I see a job posted on the UUA's Career Opportunities page. How do I know if the position is still open?

We update our [Career Opportunities](#) page frequently. If the position is listed, it's still open. Pay special attention to the instructions in each job listing as some will indicate an application deadline. Don't hesitate to apply if the position is still listed on our [Career Opportunities](#) page and if there is no application deadline indicated in the job posting.

I'd like to address my application to a specific person. How do I know who that is?

The instructions in the "How to Apply" section of the job posting will indicate whether you should address your application to a certain individual or to the UUA's Careers email address.

Do you prefer to receive my résumé via email, fax or in the mail?

In general, we prefer email. It's faster, greener, and allows us to process your application and respond more quickly.

Is there an application deadline for each position?

In general, we accept applications for an open position until the listing is removed from UUA.org or until it is filled. If there is a deadline for application, you'll see it listed in the job posting.

How will I know if you've received my application?

We understand how much time and care you've taken to prepare your application materials. We try to acknowledge all applications we receive within seven business days with an email to you, which may be an automated email response. It may take a few extra days during UUA [General Assembly](#) or [holidays](#) to respond.

Should I include reference letters with my application?

Unless otherwise specified in the job posting, written reference letters are unnecessary. As part of the search process, though, we may want to contact one or more of your references. In this case, we prefer a list of the names of at least three professional references who can speak to your qualifications and skills. It's helpful to include your reference's name, title and organization, contact information (email and telephone number), and your relationship (e.g., "former supervisor"). If you haven't sent the contact information for your references with your original application there's no need to worry, as we'll ask a finalist candidate to supply it at the appropriate stage of the search.

I don't see a job opening that interests me or fits my skillset. Can I send you my résumé in case a job opens in the future that might be a good fit for me?

We prefer not to receive unsolicited résumés and ask that you apply for a specific position.

I'm a student and I'm interested in an internship. What should I do?

We often welcome interns to the UUA to develop professional skills and to learn more about the work of our Association. [Internships](#) are usually listed with our other job openings. We ask that you apply for a specific internship; we prefer not to receive unsolicited résumés or internship applications.

I have skills I think might be useful. Can I volunteer at the UUA?

Yes, and there are many [ways in which you can volunteer](#) at both the denominational and congregational levels.

How many résumés do you receive for each job opening?

The number varies greatly. For some positions requiring highly-specialized skills or very specific qualifications, we may receive a handful of applications. For other more generalized openings, we could be contacted by several hundred interested candidates.

Do you have to be a Unitarian Universalist (UU) to work at the UUA?

While many of our staff are UUs, others are not. The diversity of our staff is one of our great strengths and points of pride. There is no test of belief to become a Unitarian Universalist nor to work at the UUA. Keep in mind, though, that you do have to be able to support the programs and mission of our Association. Note, too, that employment in certain positions may require credentialing as a Unitarian Universalist professional (e.g., a minister in Final Fellowship) or affiliation with a Unitarian Universalist congregation.

I don't live near Boston, but I'd love to work with the UUA. Can I still apply?

UUA staff live and work throughout the United States, and while our headquarters are located in Boston, we also have offices in Washington, DC, and at the United Nations in New York City. We generally indicate where the position is based in the job announcement.

I'd prefer to work from my home-based office rather than at a UUA office. Is that possible?

We normally indicate where the position is based in each job announcement. In general, if the location is listed as "Open," it is possible to work from your home-based office in the United States. Do make sure to speak with the hiring manager about your preference if you are invited to interview with us.

Do I have to be a United States citizen to work at the UUA?

No, however you must be able to prove identity and eligibility for employment in the United States at time of hire per US federal law by completing the [Form I-9 \(PDF\)](#). Note that the UUA does not sponsor employment visas.

How long does the process take after I've sent in my résumé?

That depends very much on the nature of the position and how the search process is set up. The hiring manager or search team may begin screening applicants immediately, or they may wait for

several weeks (or, even months in some cases) to collect applications before reaching out to interview candidates.

What is the search process like?

In general, applications from qualified candidates are forwarded to the hiring manager or search team for review. Preliminary candidates then may be contacted for telephone, videoconference, or in-person interviews. Finalists may be invited back for a second or third round of interviews, and also asked for references. An offer of employment may be made by the hiring manager conditional upon a satisfactory background check.

How do I know where I stand in the search or interview process?

You can be certain that we'll reach out to those candidates we'd like to include in the interview process. If you have been invited to interview with us, you should expect to hear from the hiring manager whether or not you've been selected for the position, most likely at the time the search is concluding. Please keep in mind that some searches last many months.

Who makes the hiring decisions?

A hiring manager may work closely with Human Resources to screen and select candidates; at other times, the hiring manager will gather a search team of UUA staff, colleagues from related organizations, or constituent group members to aid in the search.

Will you notify me if the position for which I've applied is filled?

Due to the number of applications we receive, it's not possible for us to respond to every applicant when a position is filled. We do ask, however, that a member of the search team reach out to those applicants who have been invited to interview for a position.

Where can I find out more about the benefits offered to UUA staff?

We offer an excellent [benefits package \(PDF\)](#) to the members of our national staff.

What if I have other questions? Who do I contact?

Please feel free to contact a member of the Human Resources staff at humanresources@uua.org. We'll try to respond to your inquiry as soon as possible. Do not send an email to the careers@uua.org address, as it is an automated mailbox.