Purpose
To provide coaching, connection, companionship and challenge through support and resources for congregations, covenanting communities, Unitarian Universalist (UU) religious professionals, and emerging religious expressions in the Central East Region (CER) of the Unitarian Universalist Association (UUA).

Principal Responsibilities
1. As a member of the regional Congregational Life staff group, serves the Unitarian Universalist faith and values, our congregations, members, and other constituencies in the Central East Region of Unitarian Universalist Association. With the staff group, determines service priorities consistent with our UUA Ends.
2. Works in covenant as a team member of the Central East Region of the UUA.
3. Provides direct consultation to congregational and regional leaders.
4. Supports healthy, innovative, covenantal, purposeful congregational and cross-congregational ministries by providing or arranging for appropriate consultation and programming, such as workshops, webinars and conferences.
5. Along with other regional staff, actively encourages collaboration among congregations to share resources and strategies; helps to organize cross-congregational learning communities both by geography and affinity; facilitates and advocates covenantal support and accountability between congregations.
6. Organizes resources from the regions and the UUA to meet needs of congregations, congregational clusters and the emerging array of UU covenantal communities. Draws on congregational, cluster, regional, and national resources to provide a predictable and valued set of learning opportunities.
7. With the regional staff team, identifies growth opportunities and encourages within and beyond congregational efforts toward growth in numbers, organizational health, associational connectivity, depth of faith, and outreach to extend and promote Unitarian Universalism.
8. Serves as or ensures a representative of the region and/or the UUA will be present for ceremonial functions, interfaith efforts, and to ancillary organizations.
9. Participates actively in the UUA Congregational Life and regional staff teams, including retreats or other staff meetings.
10. Other principal responsibilities as indicated in the Addendum.
11. Performs additional duties as requested by the supervisor, the Director of Congregational Life, the Executive Vice President, or the President.

Addendum
1. This staff person will be responsible for serving congregations in the eastern part of the region: central, northeastern and southern Maryland, Delaware, Central Pennsylvania, southeastern New Jersey and possibly Long Island. Exact congregational assignments will be determined after hire and are somewhat flexible. Residency in this area strongly preferred.
2. Unlike our current CER field staff, this position will be “primary contact only,” with responsibility for maintaining relationships and serving 40-50 congregations. There will be no additional programmatic responsibilities.
3. Many of our program staff hold expertise in one or more areas of congregational life. We encourage you to share your expertise with us to see how it might impact our work for congregations.

Qualifications
This is a Grade 13 position (expected hiring range of $56,000-$71,500 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:
- Bachelor’s degree.
• Deep understanding of congregations, including 5-10+ years of experience with UU or similar congregations, with a preference for experience in multiple UU settings.
• Comfort acting as a Unitarian Universalist public faith leader with a sense of inner spiritual grounding. Status as an ordained minister is not required.
• Commitment to congregational creativity and interdependence, and to advancing the beloved community within Unitarian Universalism and in the wider world.
• Strong skill set with countering systems of oppression and cultural marginalization and leading with intercultural fluency and humility. Worked 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 culture is a high priority.
• Ability to assist congregations in developing clear mission focus, healthy communication patterns, appropriate and clear organizational structures, and adaptation to an evolving religious landscape.
• Demonstrated experience in analyzing, managing, and teaching complex systems dynamics. Knowledge and experience of group and organizational change patterns.
• Ability to work flexibly and collaboratively as part of a regional staff team.
• Excellent interpersonal, communication, and conflict negotiation skills.
• Ability to take initiative, to be self-directing, to set priorities, and to manage time well.
• Ability to act with judgment and discretion on a wide range of sensitive topics, including personnel matters.
• Comfortable with facilitating and leading in online and digital environments including the ability to learn and lead a team in the adoption of new technologies and software.
• Ability to perform work that involves frequent travel and weekend commitments.

Note that the successful candidate must live in the UUA’s Central East Region and will be expected to work from a home office.

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 all of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Congregational Life Field Staff—Central East Region” 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, uuworld.org, and UUA.org/central-east.

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 (https://www.uua.org/regions).

About the Central East Region
The Central East Region (CER) includes more than 200 congregations and communities in Connecticut, the District of Columbia, Delaware, Maryland, New Jersey, New York, Ohio, Pennsylvania, Virginia, and West Virginia. We have a staff team of 11. For more information, visit https://www.uua.org/central-east.

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, ableism, environmental exploitation, and other interrelated systems of marginalization.