

Updated: June 5, 2020
Title: Credentialing and Compensation Administrator
Staff Group: Ministries and Faith Development, Ministerial Credentialing Office and the Office of Church Staff Finances
Reports To: Ministerial Credentialing Director and Church Staff Finances Director
Location: Open*
Grade: 9, full-time with benefits

Purpose

To provide administrative support to the Office of Church Staff Finances (OCSF) and the Ministerial Credentialing Office (MCO) by processing financial aid requests from seminarians, religious professionals, and other congregational staff; responding to general questions regarding ministerial fellowshiping, compensation, and employee benefits; helping to maintain various credentialing and church staff databases; coordinating strategic communications of the OCSF staff team; staffing the UUA scholarship committee; and, maintaining the online user and document management system for aspirants.

Principal Responsibilities

1. Administrative support to the Church Staff Finances Director:
 - Routes incoming communications including telephone calls, e-mails, and other correspondence to the appropriate OCSF team member.
 - Serves as the primary UUA focal point for inquiries pertaining to finances, insurance, accounting, and human resources from lay leaders and congregational staff. Responds with standardized information where possible, routing inquiries to other OCSF team members, or UUA staff when appropriate.
 - Receives, processes, and tracks requests for financial assistance from ministers and other congregational staff, including service gratuities, debt reduction grants, college stipends, fuel assistance grants, and individual grants. Periodically attends meetings of the various UUA-related aid societies.
2. OCSF marketing and information management:
 - Coordinates OCSF mailings and subsequent follow-up including letters to newly fellowshiped ministers, those intending to retire, and other communications.
 - Maintains and updates web-based resources of the OCSF including benefit plans, compensation standards, and aid funds.
 - Supports strategic communications including internal and external electronic newsletters, e-mail lists, and social media tools. Maintains database of congregational lay and professional leaders.
 - Schedules webinars related to employee benefits for professional and lay leaders.
3. Administrative support to the Ministerial Credentialing Director:
 - Assists individuals preparing for ministerial fellowship by advising on requirements.
 - Maintains applicant and aspirant databases including user logins.
 - Supports the use of technology to streamline, manage, and support the work of the MCO for efficiency and cost savings.
 - Maintains online document and information management system.
 - Processes Program Assistance grants.
 - Supports the work of the UUA scholarship committee and processes scholarship checks.
 - Works closely with the Faith Formation Specialist, provides administrative support as required before, during, and after Ministerial Fellowship Committee (MFC) meetings and serves as the second panel recorder.
4. Other joint administrative tasks:
 - Arranges logistics for meetings and events including room reservations and setup, catering, invitations, etc.

- Maintains Operations Manual with complete, current documentation for all essential tasks.
 - Serves on the Ministries and Faith Development Administrators Team and the UUA Communications Representatives working group.
5. Performs other duties as requested by supervisors, the Co-Directors of Ministries and Faith Development, the Treasurer and Chief Financial Officer, 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. Our ideal applicant will be a highly-organized, multitasking team player who is self-motivated and must be able to work independently and is able to prioritize. Candidates must be able to demonstrate excellent oral and written communication skills, attention to detail, a strong customer service focus, and the ability to maintain confidential and sensitive information. The successful candidate will be highly proficient in the Microsoft Office Suite (Word, Excel, Access, and Outlook). Human Resources and/or CMS (website Content Management Systems) experience is helpful as is event planning experience. Work or lived experience with communities of color or indigenous peoples is of particular value. Eagerness to work in an organization in which the dismantling of white supremacy is a high priority. Some travel will be required (to MFC meetings, for example).

*** Important:** While it would be helpful for the candidate to be based in the greater Boston, MA area, this position may be based anywhere in the continental United States as long as you have nearby access to a major airport. It is a work-from-home position.

How to Apply

Individuals with disabilities, individuals 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 “Credentialing and Compensation 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.

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.