Purpose
To support and manage projects within the Office of the President, coordinating and supporting strategic initiatives within and across the UUA to advance key Presidential priorities.

Principal Responsibilities
1. Assists with the development, implementation, and coordination of strategic projects of the Office of the President. Liaises with strategic initiatives across the wider Association which involve the President or Executive Vice President.
2. Contributes to, creates, and maintains written materials to describe and monitor the UUA’s mission-based work and priorities, including the annual report, UUA dashboard, and mission strategy maps. Prepares materials about the UUA’s mission and impact for the UUA Board of Trustees.
3. Coordinates the scheduling and presentation of connection and professional development venues for UUA staff, including monthly cross-staff mission conversations and chapel services.
4. Supports the President and Executive Vice President with communications, writing, editing, and content development, as needed and available.
5. Performs other duties as requested by the supervisor or the President.

Qualifications
This is a Grade 12 position (expected hiring range is annualized salary of $51,200-64,700 depending on experience, pro-rated for part time at $30,720-$38,820). Schedule is negotiable, and can be partially fulfilled by working from home and/or offsite with weekly presence in the office. Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Qualifications include:

- Bachelor’s degree expected.
- Deep knowledge of Unitarian Universalism is required, with a preference for experience in denominational affairs, events, and leadership; relationship with UU groups and communities is valuable.
- Professional experience of 3-5+ years in a related setting, such as a non-profit, congregational, academic, corporate, or governmental environment; experience working with executive teams or functions preferred.
- Very strong skills and analyses in understanding, navigating, and addressing anti-racism, anti-oppression, and multiculturalism, especially at the institutional level; foundational personal commitment to justice, equity, and liberation within Unitarian Universalism and the wider world.
- Exceptional written and verbal communication skills.
- Ability to work in fast-paced and high-profile environment.
- Demonstrated ability to advance complex projects on a clear timeframe, with strong attention to detail, and orientation towards problem-solving.
- Highest level of personal integrity and discretion, dealing with sensitive information and holding confidentiality.
- Strong sense of collegiality, supporting the team within the Office of the President.
- Ability to engage with a range of constituents and collaborators with respect and care.
- Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, and Word), advanced proficiency preferred.
- Comfort with website content management systems, social media (Facebook and Twitter), and database systems, willingness and ability to learn new skills in these areas as required.
- Infrequent travel required, including attendance at General Assembly.
- 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, patriarchy, and other forms of oppression 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 “Project Manager” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 2 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.