



**OPEN POSITION**  
**Date Posted:** July 17, 2019

**Updated:** July 17, 2019  
**Title:** Associate Director for Interim Ministries  
**Staff Group:** Ministries and Faith Development (MFD)  
**Reports To:** Co-Directors of Ministries and Faith Development  
**Location:** Open, but Boston, Massachusetts (onsite) preferred  
**Grade:** 13, full-time with benefits

### **Purpose**

To provide coaching, continuing education, and support for Interim Ministries with a lens of dismantling white supremacy culture. To support transitions in religious education, music leadership, membership professionals, and executive directors of congregations.

### **Principal Responsibilities**

1. Coaches and trains Interim Ministers, Transitions coaches, search committees, and UUA staff supporting Transitions in cultural competency skills and the use of the Interim time to disrupt unhealthy patterns of white supremacy culture.
2. Research and access to information: Gathers, assesses, and maintains relevant and current information about patterns in ministerial transitions with a special emphasis on Interim work that supports healthy ministries.
3. Transitions presence on UUA.org website: Oversees the development and maintenance of clear, accessible, and up-to-date information regarding Interim ministry resources and useful links on the UUA.org website.
4. Works with Transitions Director to update Beyond Categorical Thinking and develop plans to recruit and train new leaders for the program.
5. Works with the Transitions Director on Interim ministry training and placements.
6. Collaborates with Congregational Life Field Staff on start-ups and ministry supports for ministers from historically-marginalized identities with a particular emphasis on Interim Ministry that prepares congregations for their leadership.
7. Provides guidance and support to congregational search committees for full-time religious professionals serving in religious education, music ministries, membership development, and executive director positions.
8. Performs other duties as requested by the Co-Directors of Ministries and Faith Development, the Executive Vice President, or the President.

### **Qualifications**

This is a Grade 13 position (expected hiring range \$56,000-\$87,100 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. Candidates must be UU ministers in Final Fellowship with at least five years' experience exhibiting strong organizational skills, well-developed pastoral abilities, cultural competency and cross-cultural engagement, experience in program design, delivery, and administration, and strong oral and written communication skills. Proficiency in Microsoft Office applications is expected, including Outlook, Word, and Excel; database experience desirable. Knowledge of adult learning theory is helpful. Work or lived experience with communities of color or indigenous peoples is of particular value, as is eagerness 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 “Associate Director for Interim Ministries” in the subject line—via e-mail to [careers@uua.org](mailto: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](mailto:humanresources@uua.org). For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://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.