

## UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION

Boston, Massachusetts

### Non-Exempt Position Description

Date: February 2022  
Position Title: Collegial Care Administrative Assistant  
Reports to: UUMA Director of Ministries for Collegial Care  
Status: Part-time - 20 hours per week (average)  
Compensation: Salary of \$17/hr. Full Benefits

**Purpose:** To support the UUMA in calling forth courageous and transformative ministries, empowered by love, committed to collective liberation by providing administrative support and organization to the UUMA staff, leaders and membership.

**Description:** The Collegial Care Administrative Assistant is responsible for providing administrative support to the UUMA Director of Ministries for Collegial Care and the Ministerial Formation Network Manager. Duties vary based on the needs of current programming and will include administrative and arrangements support.

#### **Principal Responsibilities Include:**

1. **Administrative Program Support:** Assists in administering collegial services and programs. Designs, coordinates and administers application/enrollment processes for assigned programs. Schedules meetings and events. Gathers information needed from program participants and volunteers to request reimbursement and honoraria. Provides technical support to and troubleshooting for participants and volunteers who may need help navigating our website, Zoom or other platforms. Duties may include creating and implementing program and event registration and application processes/systems, website updates, database management, and supporting mailings and other communications. (5 hr/week)
2. **MFN Arrangements Support:** Manages arrangements for MFN retreats including booking travel, communicating with hotel representatives about lodging and other room arrangements and ensuring timely delivery of needed on site materials. (5 hr/week)
3. **Chapter Leader Support:** Assists/trains chapter leaders on use of chapter web services and other UUMA technology tools. Duties may include maintaining accurate chapter leadership lists, managing chapter leader communications, and assisting with other chapter related projects. (5 hr/week)
4. **Additional Administrative Functions as Assigned:** Additional duties include attending staff meetings, scheduling meetings, general correspondences, calendar management, data entry, general errands, and additional duties as assigned. (5 hr/wk)

#### **Additional Expectations:**

1. Perform additional duties as directed.
2. Be available to attend annual UUMA Ministry Days and the Institute for the Learning Ministry as needed.
3. Participate in on-site staff meetings as called, weekly check-ins with supervisor, and all-staff conference calls.
4. This position is not location dependent. Expectation is that the candidate will work from home office.

#### **Core Competencies**

- Excellent oral/written communication, editing, administrative and organizational skills; with strong attention to detail.
- Ability to verbally communicate with clarity and sensitivity.
- Strong computer/technology skills with competences in various software packages across multiple platforms. With competence in and/or ability to learn: MS Office Package, Your Membership Web platform (training provided), Social Media Platforms, and other programs as necessary.
- Efficiency/strong time-management skills, ability to work in a staff team in a 'cloud' office environment.
- Ability to delegate tasks and empower/train others.
- Demonstrated ability to apply the work of anti-racism, anti-oppression and multiculturalism to all facets of their work.

### **How to Apply**

People with disabilities, people of color, Indigenous people, Hispanic/Latino/Latinx, and LGBTQ candidates are encouraged to apply. The UUMA 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 to Janette Lallier at [lallier@uuma.org](mailto:lallier@uuma.org)

### **About the UUMA:**

The Unitarian Universalist Ministers Association (UUMA) is the professional association for Unitarian Universalist ministers. Our mission is to call forth courageous and transformative ministries, empowered by love, committed to collective liberation ...because we need one another. We serve approximately 1,900 members, which include ordained clergy who are actively serving in church and community settings, as well as retired ministers and students in preparation for the ministry. As we strive to achieve this mission we:

- Promote Lifelong Growth and Learning in Ministry
- Support ministers in all stages and settings
- Maintain Guidelines and offer accountability processes
- Work to dismantle systems and structures of racism and oppression
- Conduct our operations in alignment with our values
- Provide spiritual, theological, and religious leadership throughout Unitarian Universalism.

Although our normal workweek is 40 hours, the UUMA provides flexible work from home schedules. We pay 80% contribution towards health insurance premiums, 10% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUMA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUMA 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 Director of Operations, Janette Lallier at 617-848-0498 or [lallier@uuma.org](mailto:lallier@uuma.org). For more information on the UUMA, visit us online at [www.uuma.org/why](http://www.uuma.org/why).

### **About Unitarian Universalism:**

You can learn more about the Unitarian Universalist Association of congregations and the people who make up our movement here: <http://www.uua.org/association/index.shtml>. From [www.uua.org](http://www.uua.org): "Unitarian Universalism is a liberal religion with Jewish-Christian roots. It has no creed. It affirms the worth of human beings, advocates freedom of belief and the search for advancing truth, and tries to provide a warm, open, supportive community for people who believe that ethical living is the supreme witness of religion."

### **Support for the Mission and Values of the Association:**

Unitarian Universalism 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 UUMA, all UUMA staff members are expected to perform their job duties in accordance with the UUMA's values, principles and mission ([www.uuma.org/why](http://www.uuma.org/why)).

In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUMA'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.