

## UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION

Boston, Massachusetts  
Exempt Position Description

Date: February 2024  
Position Title: Membership Administrator  
Reports to: UUMA Director of Operations and Finance  
Status: Full Time  
Salary Range: \$45,000 - \$50,000

**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 Membership Administrator is responsible for membership administration and support, communications and web management and events administration.

### **Principal Responsibilities Include:**

1. **Membership Administration/Support:** Manages all aspects of membership administration including processing membership applications and dues; collaborating with Director of Operations on waivers; communicating with members regarding renewals; checking eligibility; responding to questions/emails from members; creating processes to welcome and appreciate new members (life and candidate); working with UUA and MFN Manager to ensure newly eligible aspirants and candidates are invited to join; and regularly reporting membership activity and trends.
2. **Communications and Web Management:** Works with staff to implement all aspects of communications including editing and distribution of newsletters; maintaining social media sites such as Facebook and Instagram; organizing and coordinating all UUMA wide emails and requests for uuma.org email accounts; and communicating and supporting members as needed. Assists/trains general membership as needed on UUMA technology tools. Manages uuma.org to ensure the site is up to date. Administers and supports UUMA zoom accounts.
3. **Events Administration:** Supports UUMA meetings, retreats and special events, including virtual gatherings. Coordinates and supports tech team and acts as registrar for onsite events: processing pre-registrations and coordinating on-site registration. Manages arrangements as assigned for Board and MFN retreats.
4. **General Administration:** Additional duties include receiving and processing postal mail, paper deposits, general membership correspondences, attending staff meetings, mailings, calendar management, data entry, general errands, quarterly reports, and duties as assigned.

### **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, check-ins with supervisor, and all-staff conference calls.
4. Attend professional trade shows to keep abreast of current trends in meeting planning and technology.
5. This position is not location dependent. Expectation is that the candidate will work from home.

### **Core Competencies:**

- Excellent oral and written communication, administrative and organizational skills; with strong attention to detail.
- Strong computer/technology skills with competences in various software packages across multiple platforms. With competence in and/or ability to learn: MS Office Package, AMS/CMS/LMS platforms, 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.