

## UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION

Boston, Massachusetts

### Exempt Position Description

Date: February 2024  
Position Title: Program 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 Program Administrator is responsible for program administration and support, volunteer and participant administrative support and UUMA chapter administrative support.

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

1. **Program Administration/Support:** Manages all aspects of program administration including designing and coordinating application/enrollment processes for assigned programs; providing technical support for bringing content into the UUMA's learning system, as well as technical support for LMS users; researching/reporting membership satisfaction and needs; supporting programs/events virtually and on-site as requested; updating and maintaining program information on the UUMA website.
2. **Volunteer/Participant Administrative Support:** Gathers information needed from program participants and volunteers to successfully lead and participate in volunteer roles and programs. Manage reimbursement and honoraria processes for participants and volunteers. Provides technical support to and troubleshooting for participants and volunteers who may need help navigating our website, Zoom or other platforms.
3. **Chapter Administrative 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.
4. **General Administration:** Additional duties include database management; implementing new features as necessary, attending staff meetings, general correspondences, calendar management, data entry, quarterly reports, general errands, and additional 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. 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, 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.