

## UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION

Boston, Massachusetts  
Exempt Position Description

Date: June 2025  
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:** As part of the UUMA Admin Team, the Program Administrator is responsible for administration of UUMA Programs & Communications and administrative support of UUMA Volunteers and Participants.

### **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 systems, as well as technical support for users; researching/reporting membership satisfaction and needs; maintaining program calendar and registration process; supporting programs/events virtually and on-site as requested; 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. **Communications:** Works with staff to implement all aspects of communications including editing and distribution of newsletters; maintaining social media sites such as Facebook and Instagram. In collaboration with the Admin Team, organizing and coordinating all UUMA wide emails.
4. **Events Administration:** As part of the admin team, supports UUMA meetings, retreats and special events, including virtual gatherings.
5. **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. Attend professional trade shows to keep abreast of current trends.
5. This position is not location dependent. Expectation is that the candidate will work from home.

### **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.