

UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION

Boston, Massachusetts Exempt Position Description

Date: July 2026
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.

Administrative Team Model: The UUMA Administrative Team operates collaboratively to support the mission of the Association. While each position has primary areas of responsibility, team members are expected to cross-train in shared administrative systems, collaborate across functional areas, and provide mutual support during periods of increased workload, staff leave, major events, and organizational transitions.

Position 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 volunteer information in database, and providing accurate program content 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 engaged in UUMA programs, answer registration and learning platform questions.**
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. **Program & Event Administration:** Serves as the primary administrator for UUMA meetings, retreats, learning opportunities, and multi-platform events. Coordinates registration systems, participant communications, event logistics, and administrative support for presenters and program leaders. Collaborates with the Digital Services Administrator, contractors, and event staff to support virtual programming, and with the Administrative Team to ensure welcoming, well-organized, and meaningful experiences for participants.
5. **General Administration:** Participates in the shared administrative work of the Association, including database administration, correspondence, reporting, meeting support, data entry, and other administrative duties as assigned. Provides cross-functional support to colleagues during periods of increased workload, staff leave, major events, and organizational transitions.

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. The 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.