

Updated: March 28, 2024
Title: GA Events Administrator
Staff Group: General Assembly and Conference Services
Reports To: General Assembly and Conference Services Director
Location: United States*; Boston-accessible preferred
Grade: 10, full-time
Hours/Week: 35

Purpose

To handle administrative tasks that support the operational functions of the GA Office, such as managing calendars, marketing, and coordinating logistical arrangements for housing and exhibits during GA.

Principal Responsibilities

In collaboration with GACS staff, strategic planning for meetings and events:

- Review online, multiplatform, and in-person events based on available resources, budget, logistics, and environmental and community impacts.
- Review event success: break-even budgeting, participant satisfaction rating, engagement with calls to action.
- Review event opportunities and risks: health (COVID protocols), (public / protest) safety, accessibility considerations in physical and online spaces.
- Participate in planning and production meetings in preparation for GA.
- Review needs and provide planning and logistical support for Unitarian Universalist Association meetings and events other than General Assembly.
- Review vendors and services (i.e., decorator services, production services, consultants, and material suppliers).
- Become familiar with and apply knowledge of UUA governance, policies, and community standards in keeping with UU values and principles.
- Demonstrate AR/AO/MC sensitivity in all professional communications, including marketing and informational materials.
- Manage content for designated GA webpages.
- Communicate UUA standards for accessibility and sustainability to constituents, exhibitors, vendors and suppliers.
- Perform other duties as requested by supervisor, the Vice Presidents, or the President.

Marketing/Advertising

- Create content, design, edit, and/or schedule social media, explainer videos, and email marketing campaigns. Track engagement, grow audience and improve engagement across all channels.

Housing Coordinator

- Online research and site visits to select housing for GA attendees. Assist with contract review and ongoing communications with housing providers.
- Update and distribute accessibility and sustainability surveys to housing providers and prepare a written report highlighting findings for GA attendees, the GA Accessibility Services Consultant, and external groups (i.e. EqUUal Access, TrUUst).
- In collaboration with the GA Housing Bureau, manage housing reservations of approximately 1,000-1,400 room nights on peak. Update the concessions tracker, suite reservation assignments, and monitor room night minimums in Passkey, managing inventory to avoid attrition. Oversee charges to and reconciliation of master bills.
- Update housing information on the GA webpage. Liaise between hoteliers, dorms, and GA attendees, communicating updates and resolving issues as they arise.

Tradeshow Management

- Conduct an annual review of exhibitor, sponsorship, and advertising packages, updating tiers, terms, and costs, as needed.
- Support exhibitors through scheduled calls to communicate current options and packages, answer questions, and provide excellent customer service throughout GA.
- Create and distribute an exhibitor survey, analyzing feedback and recommending improvements.

- In collaboration with the General Services Contractor, oversee layout and setup of the GA Exhibit Hall. Assist with updating the RFP for decorating services and/or rental equipment and serve as the primary point of contact. For virtual exhibiting, manage the web or app-based platform for exhibitors, advertising and sponsors.
- In collaboration with the Environmental Stewardship Consultant and volunteer team, manage sustainability initiatives in the GA Exhibit Hall. Encourage and incentivize exhibitors to improve sustainability at GA.
- Work collaboratively with the GACS Director and UUA Finance Team to process invoices and deposit payments related to GA exhibiting and sponsorships.

Qualifications

This is an exempt Grade 10 position (expected hiring range \$52,000-62,000 depending on experience). Qualifications may be met by lived experience, volunteer work, professional experience, and/or formal or informal training.

Requirements include:

- In-person and virtual meeting planning experience. Stage production, project management, and/or faith-based constituent work experience also considered.
- Hotel and tradeshow management experience.
- Comfortable using software and apps such as: Passkey (housing), Whova (virtual event planning), Canva (marketing and design), Microsoft Office, Teams, and SharePoint (administration and communication), Zoom (hosting virtual meetings), InDesign (graphic design and marketing), iMovie (video editing), Slack (communication), Drupal (website content management), Meta Business Suite (social media).
- Willingness to travel for General Assembly and site visits.
- Outstanding skills in written correspondence and constituent service.
- Highly organized with strong attention to detail.
- Comfortable working remotely and independently while supporting and being a part of a team effort.
- Ability to act with judgment, professionalism, and consistency in a values-driven environment that strives to consistently align its operations and mission.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism.
- Work or lived experience with BIPOC communities is valued.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

How to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA 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—indicating “GA Events Administrator” in the subject line—via email to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. Email submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's waterfront Fort Point Innovation District. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, 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 UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA 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 the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uuworld.org.

Support for the Mission and Values of the Association

The Unitarian Universalist Association 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. To work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA's values, principles and mission. The following points, drawn from the Seven UU Principles, are of particular importance for the UUA'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.