



UNITARIAN UNIVERSALIST
ASSOCIATION OF CONGREGATIONS

Updated: October 26, 2009
Position Title: Communications Technology Associate
Staff Group: Lifespan Faith Development (LFD), Office of Youth and Young Adult Ministries
Reports To: Youth and Young Adult Ministries Director
Location: Boston, Massachusetts (onsite)
Grade: 9, part-time (20 hours per week)

Basic Purpose: To support and further the goals of the UUA Office of Youth and Young Adult Ministries through the design and implementation of information technology services and systems.

Principal Responsibilities

1. Maintains the office's online presence and communications venues including:
 - a. Coordinating message and content with Youth and Young Adult Ministries staff.
 - b. Posting and managing content on UUA.org, blogs, YouTube, Facebook, and other locations.
 - c. Researching, recommending, and implementing new and innovative communication venues or projects.
2. Produces video, animations, and other multimedia materials in collaboration with Youth and Young Adult Ministries Staff.
3. Provides database support including:
 - a. Coordinating with the UUA Office of Data Services and Information Technology Services Staff Group when necessary.
 - b. Data entry.
4. Maintains and improves ConnectUU.com, including:
 - a. Maintaining user permissions;
 - b. Responding to help requests related to the site.
 - c. Repairing bugs and upgrading functionality of the site;
 - d. Coordinating synchronization with Raiser's Edge;
5. Performs additional duties as requested by supervisor or, in her/his absence, the Director of LFD, the Treasurer and Vice President of Finance, the Executive Vice President, or the President.

Qualifications: This is an exempt, part-time (20 hours/week), Grade 9 position (entry \$19,543; midpoint \$24,171). Bachelor's degree or equivalent experience in computer science and electronic communications required. Required technical skills include the following (tests may be administered as part of the interview process):

- Experience managing online content such as web pages, blogs, RSS Feeds, Facebook, embedded video, PodCasting, etc.
- Multimedia production including shooting and editing digital video and animations such as in Adobe Flash.
- Highly proficient in Windows XP and Microsoft Office Suite applications.
- Experience with Raiser's Edge, MySQL, PHP, or Zend Framework preferred, but not required.

Also, the successful candidate will have demonstrated the following:

- Great attention to detail.
- Ability to communicate material online in creative and compelling ways.
- Ability and interest in working as a member of a team.

How to Apply: People with disabilities, people of color, Hispanic/Latino/a and B/G/L/T/I/Q/Q candidates are encouraged to apply. Send cover letter and résumé—indicating “YaYA Communications Technology Associate” in the subject line—via e-mail (preferably) to careers@uua.org, via fax to (617) 367-3237, or to Human Resources, UUA, 25 Beacon Street, Boston, MA 02108. Please include links to any relevant online content you have produced (e.g., animations, web pages, blogs).

About the UUA: The Unitarian Universalist Association is an historic, progressive, religious denomination headquartered on Boston's Beacon Hill. 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, 11% towards retirement, and have generous paid time-off policies. We are a great place to work and are seeking to increase the diversity of our staff. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at UUA.org.