

OPEN POSITION



Date Posted: 10/26/2009

UNITARIAN UNIVERSALIST ASSOCIATION OF CONGREGATIONS

Updated: October 23, 2009
Position Title: Youth and Young Adult Ministries Office Administrator
Staff Group: Lifespan Faith Development (LFD)
Reports To: Youth and Young Adult Ministries Director
Location: Boston, Massachusetts (onsite)
FLSA: Exempt
Grade: 8, full-time

Basic Purpose: To provide logistical, communications, and administrative support to the Youth and Young Adult Ministries Office.

Principal Responsibilities

1. Directs the flow of information and communications within the Youth and Young Adult Ministries Office, including:
 - Receives, responds to, and delegates requests for help;
 - Responds to telephone, written, and electronic communications;
 - Coordinates office meetings and maintains office calendar;
 - Works with the Public Information Office to schedule constituent meetings, and leads tours of the UUA occasionally;
 - Works to update content and design of Youth and Young Adult Ministry pages on the UUA website.
2. Provides day-to-day logistical and administrative support for the office, including:
 - Manages supplies;
 - Maintains and updates data in the UUA's constituent database, Raiser's Edge;
 - With the guidance of the Director, works to recruit and train office interns. Provides logistical support and guidance to any volunteers and interns in their work for the office.
3. Manages office finances by maintaining accurate and current records of all expenditures. Reconciles budget records with those of the UUA Finance Staff Group. Prepares financial reports as requested.
4. Administers resource sales and distribution to the UUA Bookstore and other parties such as congregations and individuals, including maintaining stock, invoices, and accurate records.
5. Assists staff in providing administrative and logistical support for conferences, trainings and meetings, including coordinating registration, preparing packets, and making travel arrangements as requested. May include travel to General Assembly and other conferences, as needed, to provide on-site logistical support.
6. Performs additional duties as requested by supervisor, the Director of Lifespan Faith Development, the Treasurer and Vice President of Finance, the Executive Vice President, or the President.

Qualifications: This is an exempt Grade 8 position (entry \$31,100; midpoint \$38,300). Our ideal candidate will have an understanding of Unitarian Universalism and be able to demonstrate exceptional organizational and communication skills in this fast-paced office. A great attention to detail, strong numbers, and writing/editing skills are required. The successful candidate will be highly proficient in MS Word, Excel, and Outlook. Raiser's Edge or another database experience is useful. Some travel, including weekends, required.

How to Apply: People with disabilities, people of color, Hispanic/Latino/Latina and B/G/L/T/I/Q/Q candidates are encouraged to apply. Send cover letter and résumé—indicating “YaYA Office Administrator” 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.

About the UUA: The Unitarian Universalist Association is an historic, progressive, religious denomination located 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 (after 1 year), 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.