

UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION

Boston, Massachusetts

Non-Exempt Position Description

Date: July 2019  
Position Title: Collegiality Program Assistant  
Reports to: UUMA Director of Collegial Practices  
Status: Part-time - 20 hours per week (average)

Mission: To support the UUMA in nurturing excellence in ministry through continuing education, collegiality, collaboration and shared commitment to anti-racist, anti-oppressive, multicultural practice by providing administrative support and organization to the UUMA staff, leaders and membership.

Description: The Collegiality Program Assistant is responsible for providing administrative support to the UUMA Director of Collegial Practices. Duties vary based on the needs of current programming and will include administrative support to the Ministerial Formation Network.

Principal Responsibilities include:

1. Administrative Program Support: Assists the Director of Collegial Practices in administering the Ministerial Formation Network (MFN) and other collegial services. Design, coordinate and administer application/enrollment processes for assigned programs. Duties may include creating and implementing program and event registration and application processes/systems, database management, and communications. (5 hr/week)
2. MFN Volunteer Oversight: Ensuring all volunteers are equipped and supported to fulfill their duties. Duties may include communications, phone calls, troubleshooting, and follow-up. (5 hr/week)
3. Additional Administrative Functions as Assigned: Additional duties include attending staff meetings, scheduling meetings, general correspondences, calendar management, data entry, general errands, and additional duties as assigned. (10 hr/wk)

Additional Expectations:

1. Be available to attend annual UUMA Ministry Days and bi-annual CENTER Institute for Excellence in Ministry as needed.
2. Participate in on-site staff meetings as called, weekly check-ins with supervisor, and all-staff conference calls.

Core Competencies

- Attention to detail.
- Strong writing and editing skills.
- The ability to verbally communicate with clarity and sensitivity.
- Candidate must have access to a broadband Internet connection and have strong computer/technology skills. With competence in and/or ability to learn: MS Office Package, Your Membership Web platform (training provided), Social Media Platforms, and other programs as necessary.
- Strong organizational skills, including the ability to organize and delegate work for others, mainly volunteers.
- Efficiency/strong time-management skills.
- Ability to work in a staff team in a 'cloud' office environment.
- Ability to apply the work of anti-racism, anti-oppression and multiculturalism to all facets of work.