

UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION

Boston, Massachusetts

Non-Exempt Position Description

Date: July 2019  
Position Title: Education Program Assistant  
Reports to: UUMA Director of Education  
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 UUMA Education Program Assistant is responsible for providing administrative support for educational programming. Duties will vary based on the needs of the assigned programs and will include website content management, communications support, providing administrative support to the UUMA Director of Education and assisting in program evaluation/maintenance.

Principal Responsibilities include:

1. Administrative Program Support: Assists the Director of Education and key UUMA committees in administering educational programs, online courses, and events. Design, coordinate and administer application/enrollment processes for assigned programs. Duties may include creating and implementing program registration and application processes/systems, researching/reporting membership satisfaction and needs, managing evaluation processes and systems, scheduling meetings, taking minutes and supporting programs/events virtually and on-site. (5 hr/wk)
2. Online Learning Administrator: Provides technical support for bringing content into the UUMA's Learning Management System (LMS), as well as technical support for LMS users. (7 hr/wk)
3. Website Maintenance: Assists in updating and maintaining UUMA websites. Duties may include posting new information and editing existing information to ensure the website is accurate; providing technical support to volunteers and members; implementing new features as necessary. (5hr/wk)
4. Additional Administrative Functions as Assigned: Additional duties include staff meetings, general correspondences, calendar management, data entry, general errands, and additional duties as assigned. (3 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

- Excellent oral and written communication, administrative and organizational skills; with strong attention to detail.
- 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 and Crowd Wisdom platforms (training provided), 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.