

UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION  
Boston, Massachusetts  
Exempt Position Description

Date: July 2019  
Position Title: Administrator  
Posted Salary: \$36,500  
Reports to: UUMA Director of Operations  
Status: Full Time

**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.

**Principal Responsibilities include:**

1. **Membership Administration/Support:** Manages all aspects of membership administration including processing membership applications and dues; collaborating with Director of Operations on waivers; communicating with members regarding renewals; checking eligibility; responding to questions/emails from members; creating processes to welcome and appreciate new members (life and candidate); working with UUA to ensure newly eligible aspirants and candidates are invited to join; and regularly reporting membership activity and trends.
2. **Communications and Web Management:** Works with staff to implement all aspects of communications including editing and distribution of newsletters; maintaining social media sites such as Facebook and Twitter; organizing and coordinating all UUMA wide emails and requests for uuma.org email accounts; and communicating and supporting chapter leaders as needed. Assists/trains chapter leaders and general membership as needed on UUMA technology tools. Manages uuma.org to ensure the site is up to date.
3. **Financial Data Management:** Receives and processes postal mail, deposits, and reimbursement vouchers. Processes and follows up on program payments, outstanding invoices, and Sustaining the Call pledges and general endowment contributions. In collaboration with Director of Operations prepares quarterly financial reports.
4. **Special Events Administration:** Coordinates UUMA meetings, retreats and special events, including meetings for the Board of Trustees, MFN, and other meetings upon request. Responsibilities include coordination of catering and room set-up with site staff, hiring and supervision of audio-visual and other support staff, and making ground travel arrangements. Acts as registrar for Ministry Days and CENTER Institute: processing pre-registrations and coordinating on-site registration. Attends annual Ministry Days and bi-annual CENTER Institute for Excellence in Ministry to provide on-site support.
5. **General Administration:** Additional duties include general membership correspondences, mailings, calendar management, data entry, general errands, and duties as assigned.

**Additional Expectations:**

1. Perform additional duties as directed.
2. Attend UUMA Board meetings, Ministry Days and Institute for Excellence in Ministry.
3. Attend professional trade shows to keep abreast of current trends in meeting planning and technology.
4. This position is not location dependent. Expectation is that candidate will work from home office.

**Core Competencies:**

- Excellent oral and written communication, administrative and organizational skills; with strong attention to detail.
- 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.
- Efficiency/strong time-management skills, ability to work in a staff team in a 'cloud' office environment.
- Ability to delegate tasks and empower/train others.
- Demonstrated ability to apply the work of anti-racism, anti-oppression and multi-culturalism to all facets of their work.