

Updated: April 5, 2024
Title: Communications Administrative Business Assistant
Staff Group: Communications
Reports To: Director of Communications
Location: Open*
Grade: 9
Hours/Week: 35 hours/week

Purpose

Facilities Communications Department budgets; oversees Communications Department office administration that relates to key activities of the staff group, including customer and constituent services; and coordinates display and classified advertising for Periodicals office. Works independently performing a range of administrative duties including database management for fiscal and subscription activities. Requires excellent communication and interpersonal skills and ability to provide information and service to internal and external contacts.

Principal Responsibilities

1. Serves as budget liaison for the Communications Department, which includes creating the annual budget for the Periodicals Office and Office of Outreach and Public Witness, monitoring all budget lines through the fiscal year, completing the quarterly budget forecast according to the Financial Services budget and forecast schedule, and responding to Financial Services requests for information and analysis.
 - a) Tracks UU World subscription income.
 - b) Supports Communications staff on expense-related record-keeping.
2. Develops, implements and administers departmental office systems and procedures, including purchasing; financial relationships with freelancers, contractors, and vendors; archiving; and opportunities for revenue.
 - a) Serves as liaison between Periodicals Office and sales representative at printer; submits RFP; oversees vendor searches; negotiates pricing for special advertiser requests; monitors postal regulations.
 - b) Generates reports analyzing sales and accounts receivable; monitors delinquent accounts and collects amounts owed; with input from Publisher and the UUA accounting department, handles write-off of bad debt.
3. Responsible for all advertising functions for *UU World* and uuworld.org, including sales to and customer service for house-account advertisers including UUA departments, UU-related groups, and small businesses; classified ads; billing and record-keeping; work of commissioned Ad Sales Representative.
 - a) Contributes to developing automated online system for advertising and classifieds for print and digital, allowing clients to select, submit, and pay through a digital process; confirms the collective order and materials at key production benchmarks.
 - b) Consults on page map for each issue of *UU World*, allocating editorial space while ensuring proper placement of all ads.
 - c) Works with digital production assistant to compile classified ads, checking each issue for new, continuing, and revised ads; and post and maintain online classified ads via the Drupal interface.
4. Works with magazine staff to review UU World-related email queries.
5. Provides freelancers and contributors with tax documents as needed and ensure delivery of complimentary copies of the magazine.
6. Develops and maintains an automated system for processing new and renewal UU World subscriptions for direct updates in the UUA's database, including free subscription requests by new UUA and Beacon Press staff.
7. Processes address change and removal requests received by telephone, mail, and UU World inboxes.
8. Performs other duties as requested by supervisor, the Executive Vice President, or the President.

Qualifications

This is an exempt Grade 9 position (expected hiring range \$47,000 to \$54,500 depending on experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- Minimum education: bachelor's or equivalent.
- Minimum 3 years' experience with customer service, financial tracking, office administration, and supervision. Experience with advertising a plus.

- Highly organized self-starter with excellent systems and people skills.
- Attention to detail, ability to maintain confidential information.
- Proficiency in Microsoft Office applications (Access, Excel, Outlook, and Word). Experience with Raiser's Edge or similar database and Adaptive Planning a plus.
- Occasional lifting of boxes of up to 25 pounds and regular use of keyboard.
- Occasional travel to Boston headquarters or the UUA's annual General Assembly as required.
- Appreciation of issues around anti-racism, anti-oppression, and multiculturalism.
- Work or lived experience with communities of color or indigenous peoples is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

* Location is open in the continental United States. You should have easy access to a major airport due to the travel requirements of this position.

How to Apply

People with disabilities, people of color, Indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Communications Administrative Business Assistant” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. 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, 10% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uworld.org.

Support for the Mission and Values of the Association

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA's values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.