



Administrator Job Description (12/2021)

To support the efficient operation of Unitarian Universalist FaithAction New Jersey, the Administrator will provide 30-40 hours/week with a starting salary range of between \$20-25/hr. The position includes the option to work part of each week remotely.

Responsibilities:

- Develop and maintain strong working relationships with other staff, board members, organizational leadership, congregational liaisons, volunteers and supporters to achieve organizational goals.
- Attend weekly remote staff meetings
- Task Force Support. UUFANJ currently has 7 task forces. The administrator will:
 - Assist Task Force Chairs in creating meeting agendas
 - Distribute meeting reminders and agendas to task force members
 - Maintain member contact information and email distribution list of committee members
 - Attend the monthly meeting of each task force (6-7.5 total hours per month)
 - Record meeting minutes
- Maintain database of contact information and other records for organizational leaders, supporters and coalition partners via the CRM software (Salsa CRM and Salsa Engage from <https://salsalabs.org>)
- Deposit and track donations working with the Treasurer of the Board
- Maintain expense reports on a monthly basis
- Maintain records of lobbying hours and efforts
- Maintain office supplies, records and files
- Handle all incoming and outgoing mail
- Coordinates UUFANJ events, including managing volunteers and/or freelance event planners/staff
- Maintain multiple organizational calendars and Zoom meetings
- Computer literacy (Google Suite, Social Media, email, Slack, Zoom, Wordpress)
- Coordinate updates to the website, social media platforms, and advocacy platform (Salsa Engage)
- Adhere to organizational policy, standard operating procedures, and working guidelines, and willingness to alert others to process improvement enhancements
- Other duties as assigned
- Assist in various reporting duties in conjunction with staff, board, and volunteers

Requirements:

- Strong interpersonal and relational skills with a desire to do people-centered work;
- An ability to take initiative and lead efforts within the organization;

- Strong project planning and project management skills
- Excellent written and verbal communication skills with a wide variety of audiences;
- Strong critical thinking skills;
- The desire and ability to implement systems that will allow your work to scale quickly and significantly to maximize your impact.
- Varied work hours that will include some evening and occasional weekend work
- Some occasional travel required (driver's license and access to an insured vehicle)
- Ability to manage multiple ongoing initiatives
- Familiarity with Unitarian Universalist principles and sources
- Commitment to anti-racism and anti-oppression
- A passion for the organizations mission and vision

A company-owned laptop is provided for the duration of employment for the administrator. Familiarity with the Salsa Advocacy Software (Salsa Engage and Salsa CRM — <https://salsalabs.com>) is desirable but not required. UUFANJ pays an 80% contribution towards supported health insurance premiums, 10% towards retirement (after one year), and has paid time-off policies to support our employees' health and family life.

How to Apply Send cover letter and résumé—indicating “Administrator” in the subject line—via e-mail to execdir@uufaithaction.org You can learn more about the organization on our website: www.uufaithaction.org

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. UUFANJ 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.

About UU FaithAction NJ:

UUFANJ is a progressive, statewide, faith-based public policy nonprofit (501(c)(3)). Our office is located at 4 Waldron Ave. in Summit New Jersey.

The 21 NJ Unitarian Universalist member congregations, as well as individual members, form the broad base of our support, voluntary and financial. Together we bring to our communities a vision of religious freedom, tolerance, and a passion for progressive social justice causes. We are a great place to work and we value diversity. UUFANJ is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, UUFANJ 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 Charles Loflin at execdir@uufaithaction.org. For more information about our organization, visit us online at <https://www.uufaithaction.org>.

Support for Our Mission and Values:

UUFANJ is a progressive faith-based public policy and social justice not-for-profit that focuses on social justice, advocacy and related legislative issues facing everyone within the state of New Jersey. While it is not 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 UUFANJ, all staff members are expected to perform their job duties in accordance with UUFANJ's values, principles and mission.

The following points, drawn from the *Seven UU Principles* (<https://www.uua.org/beliefs/what-we-believe/principles>), are of particular importance for our 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. *(With thanks to the UUA for permission to use the above language.)*

UU FaithAction NJ is a member of the Coalition of Unitarian Universalist State Action Networks (<https://www.cuusan.org>).