



**Job Title:** Associate for Advocacy

**Department:** PAA

**Reports to:** Director of Advocacy, Global Displacement

**Level:** Union position: Grade 5

**FLSA Status:** Full-Time (35 hours/week)

**Starting Salary Range:** \$64,000-70,400

**Location:** Boston/Cambridge, MA (some positions may be remote eligible)

### **Other Work Conditions**

The organization requires all UUSC community members to be fully vaccinated against COVID-19. Our office in Cambridge, MA is regularly cleaned, and standard safety protocols are followed in accordance with public health authorities to prevent the spread of infectious disease.

### **Organization Overview**

Guided by Unitarian Universalist principles and the Universal Declaration of Human Rights, UUSC is a human rights organization that strives to advance human rights, dismantle systems of oppression, and uplift the inherent dignity and power of all people. We focus our work in three intersectional areas of justice: Migrant Justice, Climate and Disaster Justice, and International Justice and Accountability. We center the voices and experiences of those most affected and strengthen those grassroots groups and movements who are organizing themselves to advance these goals. To accomplish this, we offer Justice Education and Leadership Development, Engagement and Mobilization for Advocacy, and Grantmaking and Partner Support.

### **Position Overview**

The Associate for Advocacy will be primarily responsible for providing administrative and logistical support to the Director of Advocacy and the rest of the Advocacy Team, while also supporting the team's coordination and collaboration with staff across the institution. This is a *hybrid-work position*, with required work in office and flexible remote work arrangements as part of the regular schedule.

### **Responsibilities**

- Provide administrative and logistical support to the Director of Advocacy:
  - Support the Director in scheduling meetings, organizing events, travel planning, soliciting quotations/proposals, drafting letters/reports, note-taking, following up with staff and other stakeholders, budget preparation and tracking
  - Maintain and track UUSC's UN administrative processes including managing the United Nations (UN) ground pass process utilizing the UN's online system to request annual or temporary ground passes for the UUSC/programmatic staff needing access to the UN headquarters in New York or U.N. offices in Geneva; support the development of UUSC's ECOSOC quadrennial report and registration of UUSC staff/partners at relevant U.N. events



- Build and maintain a reporting and recording system for tracking lobbying activities by staff and partners
  - Review, create and manage a filing system for all advocacy documents and other outputs, including dedicated files for all financial transactions, budget tracking, deliverables and meetings
  - Maintain a record of all subscriptions and memberships; complete annual membership renewals requirements and ensure that our memberships are current
  - Attend weekly meetings with the Director to identify priorities and assess progress on tasks
  - Develop annual work plans for Director's review and track work plan progress and challenges
  - Organize bi-weekly team meetings for sharing, learning and team building
- Provide administrative and logistical planning support to members of the Advocacy Team and support their collaboration and coordination of work with each other, with advocacy partners, across PAA and with the rest of the institution:
    - Schedule and attend meetings, note-take and provide notes with next steps to relevant staff
    - Support Advocacy staff and partners with travel and meeting logistics, including booking flights, lodging, booking meeting venues, catering and ground travel that align with UUSC's commitment to supporting BIPOC-led vendors and consultants
    - Prepare financial documentation for review and processing, including reimbursements for contractors, vendors, advocacy partners and staff; check requests for staff travel, advocacy gatherings, partner honorariums/stipends and other financial needs for the team
    - Support the Advocacy team in gathering and preparing advocacy partner grant proposal materials
    - Support event and logistics planning for convenings, mobilizations and trainings
    - Gather brief updates from Advocacy staff on a bi-weekly basis to share with the rest of PAA
    - This role will be expected to complete trainings and learnings recommended by the Justice & Equity Team (JET) as a part of ongoing individual and institutional learning

### **Minimum Qualifications**

#### Required:

- 3-5 years relevant experience
- Able to provide administrative and logistical support to a team of 10 people. (Someone with experience is preferable)
- Able to provide coordination support between teams, organizations and community groups. (Someone with experience is preferable)
- Highly organized and detail oriented
- Able to facilitate meetings and organize events



- Ability to use Microsoft Applications and is tech-savvy
- Team-player and collaborative
- A strong racial and social justice lens
- Good communication skills (good listener, able to communicate clearly to other staff)
- Familiarity with Unitarian Universalism useful, but not required

Preferred:

- College degree preferred, or equivalent life/employment experience

### **Employment Benefits**

UUSC offers a competitive, generous benefits package including health, dental, and life insurance, STD/LTD, 403(b) tax deferred annuity, retirement plan with 9% of salary contribution to pension plan after 1 year of service, flexible spending plans for medical and dependent care, commuter allowance, and generous paid time off.

### **Non-Discrimination and Equal Employment Opportunity**

UUSC's mission affirms and celebrates the inherent dignity and power of every person. We are committed to creating a diverse and talented team to achieve that mission. UUSC is an Equal Opportunity Employer and is committed to the full inclusion of all. UUSC is deeply committed to ensuring that our organizational culture, policies, and employment practices embody equity and justice. As part of UUSC's commitment to anti-racism, equity and decolonization, staff are invited to join a Justice & Equity Team (JET) and its subgroups who are working to advance the organization's priorities towards anti-racism, equity, and decolonization.

**Interested candidates may email a cover letter and resume to [employment@uusc.org](mailto:employment@uusc.org)**

Or mail to: Unitarian Universalist Service Committee (Attn: Director of Human Resources)  
689 Massachusetts Avenue, Cambridge MA 02139

For more information about the Unitarian Universalist Service Committee, please visit [www.uusc.org](http://www.uusc.org)