



Job Title: Executive Assistant
Department: Executive
Reports to: President
Level: Confidential A
FLSA Status: Exempt, Full-Time (35 hours/week)
Starting Salary Range: \$64,000-74,400
Location: Boston/Cambridge, MA

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

UUSC's Executive Assistant will be highly qualified and have extensive experience in managing high-level projects, planning events, and providing administrative and programmatic support to the President & VP/ Programs. UUSC's Executive Assistant will be responsible for holding and supporting relationships on behalf of the Executive Office internally with UUSC staff and externally with UUSC's Board, partners, vendors, stakeholders, consultants, and associated organizations like the Unitarian Universalist Association (UUA). They will support a positive and inclusive culture within UUSC. This position is categorized as hybrid, requiring regular weekly work in the Cambridge, MA office and flexible for remote work on other days.

Responsibilities

- Prepares, analyzes, and oversees record-keeping and office budgets and expenditures in the Office of the President, including forecasts. Submits expenditure and reconciliation documentation on a timely basis.
- Manage the calendars, travel and meeting schedules, meeting arrangements, and hospitality for both the President and the VP/Programs.
- Provide office-wide coordination for projects as assigned.
- Act as general administrative point of contact for President and VP/Programs.
- Provides support with research for President and VP/Programs for reports and presentations.



- Maintains confidence and demonstrates discretion with sensitive information.
- Provides support to Board: coordinating meetings, keeping and providing minutes in a timely manner, making arrangements like hotel and meals and partner meetings, preparing Board Book for board meetings, maintaining archive of board materials and minutes, and other support.

Minimum Qualifications

- Demonstrates initiative, superb attention to detail and professionalism, and anticipates the needs of the President and the VP /Programs
- Has strong analytical, organizational, and project management skills
- Demonstrates the ability to take initiative, prioritize and work independently as well as in a team environment
- Bachelor's degree required and at least three years' experience in administrative support position desired, preferably at an executive level, or equivalent life experience
- Ability to demonstrate an understanding of a mission-based organization
- Some ability to travel and work a flexible schedule during meetings and conferences
- Has strong interpersonal and written communication skills
- Has ability to handle pressure and multi-task in a fast paced, fluid environment with changing priorities and unexpected challenges
- Understands technology with proficiency in Microsoft Office and virtual platforms like Zoom

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.

Interested candidates may email a resume (and cover letter if desired) to employment@uusc.org

For more information about the Unitarian Universalist Service Committee, please visit www.uusc.org