



UNITE BOSTON

Hiring Part-Time Communications Administrator

Job Overview:

Description: UB is hiring a communications administrator to assist with planning, developing, and distributing communications (email, blog, social media) that nurture greater connectedness and unity across Christians in Greater Boston.

Days/Hours: Average of 10-15 hours per week, depending on deadlines

Location: This work can be done remotely, with some in-person meetings when it is safe to do so

Rate: \$22-\$27/hour, depending on experience

Commitment & Terms: This is a temporary contractor position for one year, with ten days paid vacation time but no other benefits. There is a possibility that this position will turn into a permanent part of UB's team.

Background:

[UniteBoston](#) was co-founded in 2010 under the leadership of UB's current Executive Director, Rev. Kelly Fassett. UniteBoston is a 501(c3) 3 non-profit, with the mission of bringing diverse Christians together across historic divides for the flourishing of our communities. With an estimated 3,000 Christian churches in the Greater Boston area, UniteBoston nurtures unity among diverse Christians through relationships for the flourishing of the city.

UniteBoston nurtures these relational connections through:

- A website and e-newsletter as an infrastructure for communication
- United worship and prayer initiatives
- Learning groups to foster conflict transformation and reconciliation across deep divides
- Community gatherings towards missional collaboration and justice for the greater flourishing of the city

UniteBoston has built and grown over the last thirteen years, and in 2021, we were able to hire an additional part-time staff person (Rev. Devlin Scott) to assist with UniteBoston communications and administration. Rev. Devlin Scott is now the Managing Director and is overseeing program development and strategic partnerships.

Though this position is administrative in nature, UB deeply values collaboration and invites all team members to shape the vision and practice of UB's ministry. Approximately 70% of this position will be spent on administrative tasks, and the remaining time developing UniteBoston's various programs and

initiatives to nurture greater unity, connectedness, and conflict transformation for the flourishing of our communities.

There is the potential for this temporary position to become a permanent part of UB's team.

Essential Duties & Responsibilities:

The Communications Administrator will be responsible for the following duties:

- Assist with checking UniteBoston's email inbox and responding to emails
- Coordinate UniteBoston's featured event posting by confirming events on our website
- Emailing event confirmations to local contacts and sending featured event follow-up reports
- Create graphics for UniteBoston blogs and posting on social media
- Compile UniteBoston's weekly e-newsletters via Icontact
- Communicate with guest bloggers by capturing their stories, editing, and posting their blogs on our website
- Searching through the blogs and social media profiles of Christian leaders and institutions in Boston to find relevant content for UniteBoston's newsletter
- Create and post announcements, graphics, videos, and stories pertinent to Boston Christians on our social media
- Offer input on the vision and strategy of UniteBoston's ministry and communications
- Assist with program development for UniteBoston's united prayer and worship, conflict transformation, learning groups, and missional partnerships
- Checking the organization's mailbox bimonthly and depositing checks
- Donor relations and communication
- Compiling annual tax donation statements
- Complete other communication or administrative tasks as assigned

Optional responsibilities (currently done by the Executive Director, but could be done by the communications assistant if there is interest and/or availability)

- Assist with website / app development and upgrades
- Fundraising
- Grant writing

Required Skills, Credentials, & Experience:

- Familiarity with UniteBoston's mission, and understanding of, experience in, and ability to effectively engage diverse Christian communities in Boston, across racial, theological, and denominational lines
- Ability to think deeply and communicate clearly and sensitively about complex concepts and dynamics
- Ability to create excellent communications that are aligned with UB's vision, mission, values, postures and strategies
- Cultural competency and experience working in cross-cultural situations

- A proven track record of strong organizational, administrative and planning skills
- Excellent time management skills and ability to produce and distribute products within set deadlines
- Proficient in standard office applications (e.g. Microsoft office, Google suites) as well as social media applications (Facebook, Instagram)
- Experience in or willingness to learn communication platforms such as Wordpress, Canva, and Icontact
- Bachelor's degree in related field from an accredited college or university, at minimum; Master's degree preferred.
- 2+ years work experience in an administrative or communications staff position, preferably with a non-profit
- Ability to work independently and in a team environment

Critical Qualities:

- Mature Christian faith, as defined by being an active member of a local church, by agreement with the Nicene Creed, and by displaying the life of a Christian leader
- Passion for [UB's vision, mission and values](#)
- Takes the posture of a bridge-builder across racial and denominational lines
- Self-driven and motivated
- Since this is a remote position, strong communication skills and responsiveness to email and phone calls

To Apply:

Please send the following items as electronic attachments (.pdf or .doc) to Kelly Fassett, UniteBoston's Executive Director, kelly@uniteboston.com:

- Cover letter describing your fit for the position, including experience that aligns with the qualifications in the job description. Please also include your current or most recent compensation information and current contact information (email and phone).
- Resume
- List of 3-5 references. We will not contact them unless you are a finalist for the position.

Applications **received by January 17, 2024** will receive equal consideration. Applications received after that may be considered at the discretion of UniteBoston. The position is open until filled.