

Administrator: Accessibility and Inclusion Ministry Program

The Administrator is responsible for the overall management of the program and reports to the Certification Committee of EqUUal Access. The Accessibility and Inclusion Ministry Program (also called the AIM Program) is designed to assist congregations who want to be more inclusive, accessible, and hospitable to people with a variety of disabilities. This is a part time position averaging ten hours per week.

Specific responsibilities include:

- Receiving and filing information from participating congregations regarding activities/accomplishments
- Maintaining ongoing contact by phone and email with participating congregations
- Responding to questions from congregations and others interested in the program
- Evaluating on an on-going basis program design and implementation and making recommendations for improvement
- Generating periodic progress reports and disseminating to EqUUal Access and UUA personnel
- Participating in virtual meetings of the Certification Committee and periodically attending meetings of the EqUUal Access Board

Qualifications:

Bachelor's degree or equivalent; in-depth knowledge and understanding of Unitarian Universalism (preferred); a minimum of three years active involvement with Unitarian Universalist congregations and organizations (preferred); sensitivity to issues and concerns encountered by people with disabilities; skill in organizational development and program administration; ability to manage time well and to work independently; computer proficiency and proficiency in MS office applications and the use of new media.

People with disabilities, people of color, Hispanic/Latino/Latina, and or B/G/L/T/Q candidates are encouraged to apply. Applications will be accepted until the position is filled.

Please note: This is a position beginning as early as July 1, 2017 and ending July 1, 2018. Position is contracted (1099) and includes no benefits. Maximum number of hours per year is 520.

Please send resume and accompanying narrative information to access@uua.org. Questions may be directed to Brent Lewis at 617-948-4272.