

# Program Administrator: Accessibility and Inclusion Ministry Program

The Program Administrator is responsible for the overall management of a pioneering new program. The [Accessibility and Inclusion Ministry Program](#) (also called the AIM Program) is designed to assist Unitarian Universalist congregations who want to be more inclusive, accessible, and welcoming to people with disabilities.

Accessibility and Inclusion Ministry is a partnership between [EqUUal Access](#) and the [Unitarian Universalist Association](#). The Program Administrator reports to the AIM Coordinating Committee of EqUUal Access. Through the AIM Coordinating Committee, EqUUal Access is responsible for the program's development, design, management, and administration.

The Unitarian Universalist Association provides funding for the program, as well as infrastructure support, such as hosting the AIM Program's web materials and providing support for virtual meetings.

This is a part-time position averaging ten hours per week.

Specific responsibilities include:

- Communicating by phone and email with participating congregations
- Responding to questions from congregations and others interested in the program
- Providing on-going evaluation of program design and implementation and making recommendations for improvement
- Evaluating web-based program materials and generating new materials based on the changing needs of the program
- Generating and disseminating periodic progress reports to EqUUal Access and UUA
- Participating in virtual meetings of the AIM Coordinating Committee
- Receiving and filing information from Advisory Teams and participating congregations
- Producing public relations materials for the program
- Coordinating and facilitating virtual meetings for interested and participating congregations

Qualifications:

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

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](mailto:access@uua.org). Questions may be directed to Brent Lewis at 617-948-4272.