

Administrator: Accessibility and Inclusion Ministry Program

The Accessibility and Inclusion Ministry Program (AIM) assists congregations that want to be more inclusive, accessible, and welcoming to people with disabilities. The AIM Administrator is responsible for the overall management of the program and reports to the AIM Coordinating Committee of EqUUal Access. This is a part time position averaging ten hours per week.

Specific responsibilities include:

- Receiving and filing electronic information from participating congregations regarding activities and accomplishments
- Maintaining ongoing contact by phone, email and Zoom with participating congregations and their AIM Advisory Teams
- Responding to questions from congregations and others interested in the AIM program
- Generating monthly progress reports and disseminating to EqUUal Access and UUA personnel
- Participating in meetings with the AIM Coordinating Committee and periodically attending meetings of the EqUUal Access Leadership. (Note: All meetings are currently via Zoom)
- Update AIM pages on the EA website
- Make relevant social media postings about AIM events and activities (Currently only using Facebook)
- Provide information for AIM status in EA newsletters
- Attentive to situations/language/actions that suggest ableism in UU organizations/groups and responding directly as appropriate and bringing to the timely attention of the AIM Coordinating Committee if significant.
- Continuous evaluation of AIM Program design and implementation and making recommendations for improvement as appropriate
 - Currently there is a recognized need to modify the program design to increase participation by UU Congregations. Job duties include participation in design and the subsequent implementations of any needed changes.

Qualifications:

- Bachelor's degree or equivalent;
- In-depth knowledge and understanding of Unitarian Universalism (preferred);
- 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, specifically MS Office applications and social media.

People with disabilities, people of color, Hispanic/Latinx, and LGBTQI candidates are encouraged to apply.

Please note: This is a contract position (1099) with no benefits. The position is eligible for contract renewal each year at the end of June. For the first year, the position will begin in December 2020 and go until June 30, 2021. Maximum number of hours is 520 hours in a 12 month period, with the first year prorated. The pay range is \$18.00 - \$22.50 per hour. Actual compensation will be determined individually, based on experience and specific mix of current duties.

Please send resume and accompanying narrative information to access@uua.org. Questions may be directed to Rev. Sarah Schurr at (503) 936-0479 sschurr@uua.org.

All applications must be received by August 31 for consideration. Applicants will be contacted with details regarding interviews during the first week of September.”