

First Universalist Church
Rochester, New York

JOB OPENING

**Congregational Life Coordinator
Spring 2024**

To Nurture the Spirit and Serve the Community

Overview/Purpose: The Congregational Life Coordinator works in collaboration with the Membership Committee to grow the membership of First Universalist Church. The Congregational Life Coordinator is responsible for promoting and maintaining church growth.

FLSA Status: nonexempt
Schedule: 20 hours/week
Starting Pay: \$25/hour
Accountability: Minister

Responsibilities:

- Creates a welcoming and hospitable Sunday morning atmosphere, in partnership with volunteers, greeting visitors, offering an immediate and friendly connection, and helping them get connected to the larger life of the church.
- Connects with members and friends who are already attending First Universalist to help them get more involved in church activities.
- Uses attendance records and other means to identify and reach out to drifting members, alerts minister to pastoral needs, and interviews departing members.
- Works in close partnership with the Membership Committee to coordinate volunteers, lead new member classes, and offer opportunities that connect people to one another for a meaningful church experience.
- Maintains church database with clarity about who is a member, visitor, and a friend.
- Connects with other Unitarian Universalist membership professionals.
- Engages in continuing education, including but not limited to the Membership Professional Certification program through the Unitarian Universalist Association. Funding for ongoing education will be provided.
- Present at least 3 Sundays per month.

Education/Experience:

- At least two years of office experience or equivalent.
- Bachelor's degree or comparable experience.

- Experience working with volunteers in a non-profit or equivalent environment strongly encouraged.

Competencies/Skills:

- Able to operate confidently in Microsoft Office, Google, and database software environments.
- Able to set priorities and work independently.
- Seeking someone with warmth, approachability, and an ability to listen.
- Ability to stick by priorities and not be thrown by challenges that present themselves in a new position.
- Writing skills for written communications with the congregation.
- Good organizational skills and follow-through.
- Is a team player and can work collaboratively.
- Social media skills highly recommended.
- Can keep confidences, specifically around discreet and sensitive information.
- Values align with Unitarian Universalist values- love, equity, pluralism, justice, generosity, interdependence, and transformation.