

## JOB DESCRIPTION

### Coordinator of Member Programs

#### Job Overview:

The Coordinator of Member Programs develops and maintains an integrated system that will invite visitors, members and friends of the Society into an understanding of the meaning of membership. Develops networks and programming to encourage involvement. The Coordinator also serves as the primary staff resource for the recruitment and development of Society leadership, including the design and implementation of a leadership development program.

#### DUTIES AND RESPONSIBILITIES

Provides staff support to Membership Committee and assists with planning and implementation for information Sundays, book signing, new member luncheon, new member recognition, newer member activities

- communicates through written materials and face-to-face activities the expectations of membership
- recruits and trains New UU facilitators, attends first session of New UU on a regular basis and assists leaders in evaluating each class
- recruits program representatives for FUS Made Easy
- ensures that the database is updated with new member information; conveys pertinent information to appropriate staff
- adds new information to membership files as it becomes available

Coordinates an ongoing system of member and leader development and recognition

- works with appropriate committees and other groups to identify and recruit persons for leadership positions
- in coordination with other staff, develops and implements a program of leadership development
- works with Connections Council chair to develop meeting agendas
- works with the Church Administrator, committees of the Connections Council, and task forces to develop annual plan and budget
- consults regularly with the Management Team representative to the Connections Council
- works closely with the Council Chair to produce an annual report from the Connections Council

Ensures and supports the effective welcoming of members and visitors at worship services

#### Process:

Greeters welcome all, and encourage visitors to fill out visitor cards.

Coordinates periodic culling of membership and affiliate rolls and facilitates an exit interview process

- processes visitor information
- enters information into database from Visitor Cards; sends a letter with information requested; conveys information to appropriate staff
- assigns a lay minister to visitors requesting a phone call
- follows up with visitors in order to remove them from database if they're no longer interested

Provides staff support to the Chalice Group program

- meets with facilitators to plan agenda for meetings and, in collaboration with one or more of the ministers, coordinates long-range planning
- works with program leadership to plan and implement special events, and participates in same

With ministerial staff, supports the Lay Ministry Program, including communication to lay ministers regarding meetings; plans and implements training and programs

Explores possibilities for new programs and initiatives in member services and development. Networks with counterparts in other UU faith communities

Facilitates feedback on overall program effectiveness; recommends modifications to promote quality programming

- implements a system of program evaluation, communicates responses, and supports improvements

Writes, obtains and edits materials for effective communication of FUS programs and activities

- reviews and updates written materials on affiliated groups and organizations within the Society for distribution to visitors and new members
- provides accessible information regarding community building activities for members and friends of the society
- writes and/or edits newsletters and order of service announcements for Connections Council activities
- in consultation with the Management Team, orders materials for various literature displays and keeps them stocked

## CREDENTIALS AND EXPERIENCE

experience in church work or comparable non-profits

experience with and ability to work well and enthusiastically with a broad variety of people: recruiting, relating, and making connections

experience in recruiting and managing volunteers

experience with relevant computer software, including word processing and database

#### KNOWLEDGE, SKILLS, AND ABILITIES

skilled at organizing and keeping track of several projects at once

ability to be flexible and prioritize work; ability to take initiative

excellent writing and speaking skills

ability to see the “big picture” as well as implementing and tending to details

familiarity with Unitarian Universalist values and First Unitarian Society programs. If the person is also a member of the First Unitarian Society, the ability to set boundaries between personal and job-related activities and concerns is essential

#### SPECIAL REQUIREMENTS

job includes significant evening and weekend hours, including presence at worship services (Saturday afternoon and Sunday morning) and at one or more late afternoon or evening meetings per week