

Membership & Social Justice Coordinator

First Unitarian Universalist Church of San Diego

Reports to: Assistant Minister

FLSA Status: Non-exempt

Hours and schedule: Full time, 40 hours per week

Sundays required, able to work on Saturdays and weeknights as needed

Staff meetings on Tuesdays, other days are flexible

Date created: February 2024

Compensation: Starting salary of \$57,900 or slightly higher, depending on experience and based on fair compensation guidelines from the UUA. Additional benefits include health insurance, retirement benefits, paid sick time, holidays, vacation leave, and professional development funds.

Position Purpose:

The Membership & Social Justice Coordinator works collaboratively with lay leaders, staff, and the Ministers to support fulfillment of our church's mission to "create community, nurture spiritual growth, and act on our values to help heal the world." This includes welcoming visitors, supporting people on the path to membership, and strengthening our social justice programs and initiatives across two church campuses.

Core Competencies:

Personal traits: Welcoming, caring, outgoing, creative, reliable, adaptable, passionate, trustworthy, and approachable.

Work traits: Collaborative, relational, organized, detail-oriented, sets priorities and manages time effectively, asks thoughtful questions, uses deep listening skills, has excellent written and verbal communication skills, and is comfortable using problem-solving skills and asking for help when needed.

Shared values: Knowledgeable and supportive of Unitarian Universalist values and practices. Actively supportive of diversity, equity, inclusion and social justice. Able to keep confidentiality.

Essential Functions:

Membership

- Coordinate comprehensive membership program which promotes membership growth, new member engagement, membership tracking, and volunteer identification across two campuses
- Develop and plan newcomer programs & orientation for new members
- Recruit, train, and support volunteers for membership & outreach programs
- Facilitate participation in outreach events in the community
- Increase engagement in various areas of congregational life, and help direct members to volunteer opportunities and programs they may be interested in
- Manage the membership portion of the church's database system, including: entering member information, maintaining visitor records, keeping database current, and providing membership data to the Board of Trustees, committees and staff as needed
- Coordinate with members of the Membership Committee and other church volunteers; Lead Membership Committee Meetings.

Social Justice

- Foster connections between the congregation and community partners in the San Diego region. This includes building accountable relationships with community partners led by and serving BIPOC, LGBTQ+, and immigrant communities.
- Connect congregants at both campuses to opportunities to volunteer and serve, both within the church, and in the wider San Diego and South Bay communities
- Facilitate meetings of the Social Justice Executive Team (SJET). With SJET, collaboratively support lay led social justice initiatives and the generosity offering program. Provide administrative support including managing budget and creating communications
- Coordinate leadership training for volunteers
- Support the South Bay Food Pantry through recruiting volunteers and supporting the leadership team

Other

- Participate in staff meeting and supervision meetings
- Collaborate with staff and ministry teams on shared projects that support the church's mission
- Engage in ongoing professional development

Qualifications:

Qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training.

Skills & Knowledge Requirements:

- Training and experience in community organizing models
- Demonstrated ability to develop community partnerships
- Excellent interpersonal and intercultural communication skills
- Demonstrated leadership and facilitation skills
- Comfortable speaking and presenting in front of large and small groups
- Experience with program administration and supporting volunteers
- Commitment to ongoing growth in anti-oppression & anti-racism work
- Bi-lingual English/Spanish preferred. Excellent verbal and written communication skills
- Proficiency with major computer applications including, but not limited to:
Microsoft Office Suite: Word, Excel, and Powerpoint
Google Suite applications
Web-based email and online newsletter programs (Outlook, Gmail)
Basic knowledge of social media platforms and zoom hosting
- Access to reliable transportation

Experience: Preferred, 1-3 years of social justice organizing or program coordination experience. Knowledgeable and supportive of Unitarian Universalist values and practices. BA or BS preferred, but not required.

To Apply: Send cover letter and resume to: careersfirstusd@gmail.com with “Membership & Social Justice Coordinator” in the subject line. Three professional references and comprehensive background check required.

People with disabilities, People of Color, Hispanic/Latinx and LGBTQ+ candidates are encouraged to apply. Equal Opportunity At Will Employer. Our church is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: race, color, religion, genetic information, national origin, sex, gender identity, pregnancy, childbirth, or related medical conditions; age, disability, citizenship status, uniform service member status, or any other protected class under federal, state, or local law. A more complete listing of protected class status can be found in our Employment handbook. This position will not be filled without a diverse applicant pool.