

## **Membership Coordinator**

**Status: Part-time (25 hours/week, non-exempt, \$22.88/hour, some benefits provided)**

**Reports to: Rev. Justine Sullivan, Lead Minister**

**Effective:** February 14, 2023

**Position closes:** March 15, 2023

### **Job Summary**

The Membership Coordinator coordinates comprehensive membership program which promotes membership growth, new member assimilation, membership tracking, and volunteer identification across two campuses. The Membership Coordinator serves as a resource for committees and ministry teams who are looking for volunteers.

### **Newcomer Engagement**

- Ensure that members and visitors have a welcoming experience at worship services and other First UU events
- Develop and plan newcomer programs, orientations for new members, and other events and programs
- Assist other staff and lay leaders in working with newcomers
- Recruit, train, and support volunteers for newcomer and membership programs
- Track engagement of newcomers
- Educate congregants on Radical Welcoming and other developing frameworks

### **Member Engagement and Retention**

- Strategize with committees, ministerial staff, and other congregational staff on how to engage and retain members in programs
- Increase engagement in various areas of congregational life, and help direct members to volunteer opportunities and programs they may be interested in
- Develop a post-joining membership path that guides congregants from newcomer to stakeholder

### **Membership Growth**

- Direct a joining and renewal process for membership that is sustainable and accessible
- Advise staff and congregational leaders as to outreach efforts likely to attract newcomers
- When a member leaves the congregation, work with ministers and staff to identify reasons, plan appropriate follow-up, and incorporate lessons learned.

### **Membership Renewal Process**

- Implement the annual Membership review process to align with and inform the annual pledge campaign
- Work with Ministers, relevant committees, and the Board of Trustees to create a seamless process of outreach to ensure that members at risk of losing membership do not fall through the cracks

### **Membership Database**

- Manage the Membership portion of the church's database system (work to make sure new members are entered, reach out to members who appear to be inactive to re-engage)

them then enter final disposition so the database is kept current in this area throughout the year)

- Collect and analyze data on member engagement
- Track member engagement (ensuring where possible inclusion of demographic information) through interest and opportunity fields and other data
- Maintain visitor records
- Use analytical tools to provide information on trends in membership (demographic, geographic, etc.)
- Provide membership data to committees and staff as needed

### **Online Presence, Communication, Technology, and Outreach**

- Collaborate with staff team to enhance our online presence
- Offer expertise and support to make our online presence welcoming and engaging for newcomers
- Increase UUA and denominational connections and First UU San Diego presence online
- Collaborate with the necessary committees and groups to bring our programs online
- Collaborate with key staff and lay leaders in building our multi-platform congregation

### **Qualifications**

- Training and experience in membership growth models
- Experience with faith-based work (professionally, or as a volunteer; both UU and non-UU experience is acceptable)
- Demonstrated leadership and group facilitation skills
- Demonstrated ability to build relationships within a community
- Excellent interpersonal and intercultural communication skills, across a wide range of groups and identities
- Computer Skills: ie, Google docs maintenance and creation (documents, spreadsheets, etc.), e-mail (Outlook), Zoom, Slack
- Social media
- Bilingual Spanish/English Preferred

### **Additional Information**

- Attendance at weekly staff meetings at the Hillcrest campus is required on Tuesdays.
- Able to work on Sundays
- Able to provide legal documents to show proof of employment eligibility in the United States

### **Application Procedure**

- Submit cover letter, resume, & three professional references to careersfirstusd@gmail.com.
- Electronic submissions only. Reference "Membership Coordinator" in subject line.
- No phone calls please.
- Benefits package available
- All resumes will be held on file for consideration for 12 months from date of receipt.

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.