

South Bay Coordinator

Status: Part-time (20 hours/week, non-exempt, \$22.88/hour, benefits provided)

Reports to: Rev. Dr. Omega Burckhardt, Assistant Minister

Effective: October 15th, 2022

Position closes: October 31st, 2022

Job Summary

The South Bay Coordinator will provide onsite logistical support to all First Unitarian Universalist Church South Bay (SB) ministry teams and the Ministers (s) as well as working in developing relationships with community organizations (outreach). We expect our ministry team work to occur through the lens of racial justice and dismantling intersectional oppression, both internally and externally.

Essential Functions

- Support the ministerial staff at South Bay
- Assist in preparations for worship set up (This work is currently on Saturday and Sunday mornings). This will include ensuring required supplies and other materials are available.
- Attend worship services
- Coordinate volunteers for worship services and other events
- Attend South Bay congregational gatherings (some are during the week, while others are on Saturdays and Sundays)
- Coordinate church's participation in Chula Vista Pride and other festivals
- Assist with other community outreach activities
- Manage social media presence for South Bay
- Assist with inventory of supplies
- Assist other program staff with programming needs at South Bay
- Ensure interpretation needs are covered for Sunday and special events

Other Responsibilities

- Regular supervision meetings with the Assistant Minister.
- *If this position is combined with another position for full-time employment, then attendance at weekly staff meetings at the Hillcrest campus is required on Tuesdays.
- Able to perform all duties as listed in this job description.

Skills and Qualifications

- Related experience in administrative assistance, program management, or other educational experience required
- Bilingual in English and Spanish preferred (Advanced or Superior)
- Friendly, excellent communication skills, creative and out-of-the-box thinker and problem-solver
- Training and experience coordinating volunteers
- Experience with faith-based work
- Demonstrated leadership and group facilitation skills or potential to develop such skills
- Familiarity with community agencies and organizations, or a demonstrated ability to

- build relationships with community partners and work on a team
- Excellent interpersonal communication skills; manage email lists and timely correspondence
- Computer Skills: ie, Google docs maintenance and creation (documents, spreadsheets, etc.), e-mail (Outlook), Zoom, Slack
- Have access to reliable transportation (there will be travel within Chula Vista, as well as travel back and forth between Chula Vista South Bay campus and Hillcrest campus at least weekly, if not more frequently). If driving, have a valid driver's license.
- Able to provide legal documents to show proof of employment eligibility in the United States

Physical Requirements

- Able to move freely in and out of different ministry settings (offices, businesses, places of worship)
- Able to lift up to 25 lbs.
- Able to assist moving light-weight tables and chairs
- Able to transport office supplies from Hillcrest campus to South Bay campus

Application Procedure:

Submit cover letter, resume, & 3 professional references to careersfirstuud@gmail.com.

- Electronic submissions only. Reference "South Bay 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.
- This position can be combined with other open positions at FUUSD for full-time employment.

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.