

We are seeking an individual to join our Church Staff to assist in facilitating our Membership Program. Please review the position description and advise us if you are interested in exploring this important role further. If you are interested, please contact Rev. Tina Simson at [tsimson@rochesterunitarian.org](mailto:tsimson@rochesterunitarian.org).

---

### **Membership Coordinator**

First Unitarian Church of Rochester — Rochester, NY 14610

\$15.00 per hour

The First Unitarian Church of Rochester is seeking a part-time Membership Coordinator to oversee and support the Membership and Hospitality Ministry.

#### Job Responsibilities

- Support the Hospitality and Membership Teams
- Track visitors through the steps to membership
- Schedule UU 101, 201 and Starting Point with Associate Minister
- Facilitate UU 101
- Interface with Religious Education Ministry to connect families to membership process
- Plan membership weekends during the church year with the Associate Minister and Sr. Interim Minister
- Support membership by posting to Church's Social Media

#### Education / Experience

- Familiar with UU religion and supportive of its mission, values and principles.
- Experience working with volunteers

#### Skills

- Excellent people skills, welcoming and personable
- Competent public speaking
- Excellent tracking and computer skills, including experience with Database software and spreadsheets

#### Work Schedule

- Up to 10 hours / week