

First Unitarian Universalist Society of Burlington, Vermont

Position Description

Position Title: Ceremonies Coordinator **Effective:** 10/06/2021
Reports To: Director of Operations and Finance
Directly supervises: N/A
Status: Part-Time
FLSA: Non-Exempt

Normal working hours: As needed. Much of the work happens on Fridays and Saturdays. Sometimes may be called to work on short notice.

Benefits: Benefits are offered as outlined in the Employee Handbook.

Position Summary:

The Ceremonies Coordinator is the first and main point of contact for people planning for weddings and/or memorial services within the facility and on-campus. They also ensure the security and safety of the participants and guests and the building and its contents while concurrently striving to provide the best possible visitor experience for those participating and their guests.

Essential Functions:

Weddings – Meets with couples and/or families to view space and record details of their ceremony plans. Coordinates with the Facilities Manager and the Society Administrator to assure events are properly scheduled. Attends the rehearsal and the ceremony and serves as the main contact for vendors, officiants, musicians, family, and the couple. Assures that the facilities are clean prior to the event and that everything is clean and back in place after the event.

Memorials – Coordinates with family and clergy to assure that all physical details of the service are noted and attended to. Coordinates with the Facilities Manager and the Society Administrator to assure the service is properly scheduled. Attends the Memorial Service and serves as the main contact for vendors, officiants, musicians, and family members regarding the physical space. Assures that the facilities are clean prior to the service and that everything is clean and back in place after the event.

Supervision – supervises any Caretaker staff while the event is taking place and until all clean-up has been completed.

Administration – Sends rental forms, invoices, and confirmation letters to the responsible parties, provides follow-up to assure that all payments are made. Works with the Society Administrator to provide information for any announcements. Informs and enforces all facility rules and limitations to guests. Must keep accurate records of event plans in the shared staff drive. Promote facilities as appropriate. Keep Officiant List updated. Update fees to align with local norms.

Audio/Video Technician - Must be knowledgeable or willing to be trained in how to use our in-house audio/visual equipment. Schedule A/V Technicians for live-streaming of services.

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole: follows up on missing or out-of-balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; builds appropriate rapport: considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

- Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- Project Management: Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, identifies and resolves barriers and problems.

Minimum Qualifications:

- Successful experience in related work is required.
- Experience with using Google docs is helpful.
- Must successfully pass a background check.
- Must be currently trained in Adult, Infant, and Child CPR and First Aid, or be willing to attend a training at the Society's expense.
- Experience in hospitality work would be considered favorably.
- Must be fully vaccinated against COVID 19

Physical Requirements:

- Be able to open sanctuary windows (requires climbing on pews to open).
- Must be able to lift 50 lbs, climb ladders