

**Unitarian Universalist Church West**  
**13001 W. North Ave., Brookfield, WI 53005 (262) 782-3535**

**Position Title:** Community Builder/Minister's Assistant, Part-Time (updated 11/19/2020)

**Reports to:** Minister

**Collaborative Relationships:** Director of Lifespan Religious Education, Church Administrator, Publications Coordinator, Music Directors, Membership/Welcome Teams, CommUUnity Connections Team.

**FLSA Status:** Part-Time (20 hrs/wk), Non-exempt

**Work Schedule:** 20 hrs/wk. May include 2-3 Sunday mornings per month and some evenings

**To Apply:** Send resume, cover letter and references to [employment@uucw.org](mailto:employment@uucw.org)

**Summary Description:** The Community Builder/Minister's Assistant assists with cultivation, engagement and retention of church members and visitors. The position is part-time, salary DOE and in keeping with Unitarian Universalist Association compensation guidelines. During the COVID-19 pandemic, hours will be worked from home, though some in-person meetings may be required (and will be conducted in keeping with COVID public health guidelines). In non-pandemic times, the position requires a dependable presence on 2-3 Sunday mornings per month year-round, and some evening meetings.

### **Core Responsibilities**

**Membership:** With warmth and a positive attitude, implements membership procedures while seeking innovative and sustainable ways to strengthen outreach, welcome, and membership integration; this work is done with the Membership Team. Engages with new visitors, new members, and ongoing members, connecting them to areas of interest and service in the church.

**Small Groups and Congregational Life Activities:** Nurtures programs that create a vibrant and inspiring community by helping people connect and grow within the larger congregation.

**Caring Community:** Works with CommUUnity Connections Team to ensure that tangible care needs of church members are addressed. Supports Rev. Suzelle Lynch in organizing and tracking pastoral care delivery systems.

**Administrative Support:** Provides assistance and/or administrative support for congregational life activities and leadership meetings throughout the year which may include evening and weekend hours.

**Supports an anti-racist, anti-oppressive culture within the congregation** Participates in training or other activities that relate to the congregation's objective of dismantling white supremacy culture in its policies, structures and practices.

**Other duties as assigned.**

### **Qualifications**

Able to work independently and collaboratively

Effective interpersonal skills; communicates a sense of warmth and approachability; creates an environment that others want to participate in

Able to maintain appropriate boundaries and navigate conflict with maturity and tact

Able to connect with people of diverse ages, backgrounds, gender expressions, identities, and abilities, with an awareness of how issues of justice and equity impact our community.

Proficiency with email, social media, Microsoft Word, and Excel; ability to work with church database. Proficiency with PowerPoint a plus

Selected candidate must pass a background check prior to starting employment

Ability to plan, monitor, and evaluate programs and events

BA or BS degree

Excellent administrative and organizational skills

Excellent oral and written communication skills

Ability to work collaboratively and build relationships with people of varying ages, sexual orientations and gender identities, backgrounds, and abilities

Respect for a wide range of beliefs

Ability to handle complex and sensitive pastoral and managerial concerns with care and confidentiality

Innovation - Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems

Ability to work 2-3 Sundays in a month and on occasional holidays

Willingness to acquire knowledge of and promote Unitarian Universalist religious values and principles

***Physical Requirements:***

Must have the ability to sit and stand for extended periods of time;

Ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height;

Ability to bend, stoop, kneel, climb stairs, walk, and reach overhead

Must be able to verbally communicate with the use of a telephone and be clearly understood

Able to utilize a keyboard

Must be able to travel as required, and have a valid driver's license