

Job Posting

POSITION TITLE: Congregational Life Coordinator

Albany Unitarian Universalist Church seeks a 15 hours/week, some Sunday mornings and evenings, year-round Congregational Life Coordinator (CLC).

About Albany UU:

Albany UU strives to be a welcoming, inclusive, and theologically diverse congregation. With over 300 active members, we are a vibrant community united through life-affirming values centered on love and a quest for social justice. As an anti-oppression liberal religious community, we seek to foster caring and compassion both among ourselves and as away of attending to the challenges of our complex, changing world. The staff and congregation at Albany UU take seriously their responsibility to learn and contribute to actions that dismantle racism and other oppressions in themselves and the congregation.

Position Description:

The Congregational Life Coordinator ("CLC") works and coordinates closely with the Congregational Life Team ("CLT"), a wide range of volunteers, and staff to develop and help to sustain a highly participatory level of service and involvement in Albany UU activities by its members. In addition, the CLC develops strategies to sustain and grow membership, and welcomes and integrates newcomers (individuals and families) into congregational life by supporting the transition from first-time visitor to engaged member and by providing ongoing connections to activities and programs for children, youth and adults. The CLC must bring experience with the use of social media for promotion/marketing purposes.

Job Duties:

Manages the Process of New Visitor to Engaged Member

- The recruitment, orientation, training and support for volunteers who staff welcoming services.
- Tracking and follow-up of newcomers and new members to welcome and connect them to meaningful participation
- Development, organization and innovation of welcoming programs, small group activities and events specifically created for informing and integrating prospective members
- Support of individuals and families through the joining process
- As time permits, follow up with disengaged members.

Facilitates Communications

- Oversees the development and maintenance of Welcome Packets and other materials for visitors and new members
- Creates and updates website content
- Create postings on social media for promotion and marketing purposes
- Coordinates the congregational events calendar in collaboration with leadership teams and staff

Relationship Responsibilities

- Attends staff meetings and works with staff and members to contribute to the ministry of the congregation
- Works closely with and supports the minister and other congregational teams, committees and task forces involved in congregational life
- Provides leadership to the Congregational Life Team
- Provides backup for the Church Administrator
- Provides information about innovations in congregational membership
- Supports and encourages involvement in Albany UU programs
- Collaborates with the Congregational Life Team and other teams in support of membership development and participation
- Works closely with other staff members to ensure that programs effectively meet the goals of Albany UU

Professional Development

- Maintains membership in appropriate professional organizations
- Attends professional conferences and meetings and pursues a program of continuing education and professional growth as a membership professional, as funding permits

QUALIFICATIONS

Education:

Associate's Degree or higher degree preferred; other candidates will be considered based on experience

Experience:

At least two years working for a progressive nonprofit organization, preferably in a congregational setting. Applicants with a similar experience that required the skills below, will also be considered.

Knowledge, Skills and Abilities:

- Sensitivity to the fulfillment of mission, vision and values within this faith community; knowledge of and adherence to UU principles and values
- Ability to relate to people of diverse backgrounds, experiences and beliefs

- Building community and or outreach
- Utilizing relevant social media tools for promoting and marketing
- Interpersonal and group communication
- Writing and editing
- Planning, prioritizing, and organizational skills
- Preparing agendas and facilitating meetings
- Utilizing computer applications and programs including but not limited to Microsoft Word, Excel, Google Suite and database programs

Other Requirements:

- Some work on Sunday mornings and evenings, as well as office hours during the week
- Ability to move freely in and out of the Albany UU building
- Completion of required background checks

Reports to: The Minister, as Head of Staff.

Compensation and Benefits:

- Compensation is \$23,100 a year
- Benefits include employer contributions to a retirement plan, professional expenses, and paid leave in accordance with the Personnel Manual.