

Membership Coordinator
The Unitarian Society of New Haven
700 Hartford Turnpike, Hamden CT 06517

The Unitarian Society of New Haven (USNH) is a liberal religious congregation with approximately 363 adult members. We are a diverse multi-generational faith community that inspires lives of compassion and generosity, nurtures spiritual growth, cultivates transformative connections, and works to create a more just world. We seek a highly motivated and enthusiastic person to organize and supervise activities to integrate new members and support long-time members in our congregation. www.USNH.org

Responsibilities:

- Work closely with Membership Committee and Sunday Morning Team to:
 - greet newcomers and returning guests and collect visitor information on Sunday mornings.
 - contact newcomers after their first visit.
 - support newcomers from their first visit to becoming members.
 - keep data and provide reports on membership changes
 - perform database updates and analysis

- Be a resource for newcomers as they move along the path to membership by:
 - inviting visitors and newcomers to events and activities.
 - organizing and coordinating new member class series each fall and spring.
 - maintaining a visitor database and tracking visitor attendance in new member classes.
 - collecting and filing “Intent to Join” forms from prospective members.
 - facilitating new member participation in membership book signing ceremony and welcoming service two times per year.

- Facilitate communications with new and long-term members and the public by:
 - attending to USNH’s social media presence (Facebook, Twitter, Instagram)
 - updating and maintaining USNH’s website in collaboration with Congregational Administrator

- Facilitate fellowship and community-building by
 - coordinating Sunday Morning Hospitality Teams in collaboration with lay team captains

- Other duties as assigned

Qualifications:

- Friendly disposition and desire to meet new people and contribute to a welcoming environment
- Experience in organization administration and office management.
- Volunteer coordination experience.
- Excellent verbal and written communication skills
- Experience with computers and office software, including Word, Publisher, and Excel, database management software, web management (Wordpress), email communications, and social media.
- Ability to plan, organize and prioritize work
- Work accurately with attention to detail.
- Ability to work effectively, comfortably, and energetically with people from diverse backgrounds.
- Passion for congregational growth
- Satisfactory criminal background and reference checks.
- Preference given for experience with faith communities or nonprofits.
- Prior experience with Unitarian Universalism not required. Not open to congregation members.

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.

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Verbal and Written Communication: Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener; is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

Organizational Knowledge: Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.

Hours: Part-time hourly position (12.5 hours/week). Requires weekend and occasional evening hours.

Start Date: August 15, 2018

Reporting: The Membership Coordinator reports to the Senior Minister

Salary: \$21.15/hr

To Apply: Email resumé and cover letter to: personnel@usnh.org. Please include the words Membership Coordinator in the subject line. Please do not telephone the congregation.