

ALBANY UNITARIAN UNIVERSALIST

405 Washington Ave., Albany, NY 12206

We welcome everyone. Our Unitarian Universalist community seeks truth and deeper meaning, pursues justice through inspired action, and cultivates compassion and love for all connected by the web of life.

--Albany UU mission statement, adopted May 18, 2014

JOB TITLE

Congregational Life Coordinator

ACCOUNTABILITY AND OVERSIGHT

Minister

POSITION STATUS

0.25 FTE: 10 hours/week; non-exempt

Wage: \$18/hr

Weekend and evening hours are necessary, including Sunday mornings

POSITION SUMMARY

The Congregational Life Coordinator works closely with ministry teams to reach out to diverse people and communities beyond the congregational walls and to welcome visitors, engage members and increase community awareness of Albany UU, developing and nurturing a culture of welcome and participation within the congregation.

GENERAL ABILITIES AND SKILLS

- Affirm and understand Unitarian Universalist principles
- Personal warmth and excellent interpersonal skills
- Demonstrate skill in multicultural and intergenerational personal relations, facilitation, collaboration and group dynamics
- Work well with individuals of diverse backgrounds and personalities
- Self-motivated, well-organized, good with details and able to follow through with and delegate responsibilities
- Strong communication skills, including public speaking, writing, listening and technology
- Able to work comfortably with computer and database systems; e-mail, word processing and data management skills

JOB DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

OUTREACH

- Collaborate with Outreach Team to increase intergenerational and multicultural outreach to the community.
- Develop inclusive materials for outreach and visitors.
- Publicize programs for visitors.

PROGRAM LEADERSHIP

- Recruit, orient and support volunteers for outreach, welcoming and membership programs.
- Develop and maintain systems and records to support outreach, welcoming and membership programs.
- In collaboration with ministry teams, formulate program goals and evaluate program results.
- Create and model a welcoming and nurturing environment.

WELCOMING

- Collaborate with Congregational Life Team to greet and welcome visitors at services and programs.
- Develop inclusive visitor intake methods and procedures.
- Coordinate follow-up with all visitors.

MEMBERSHIP

- Collaborate with Congregational Life Team to expand the path to Integration into the congregation.
- Connect with new and longtime members to offer opportunities for congregational engagement.
- Coordinate exit interviews for departing members.

PHYSICAL AND MENTAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to do the following; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Coordinate multiple tasks simultaneously
- Collect, interpret, and/or analyze complex data and information
- The successful candidate will complete required background checks

SEND RESUME TO

Tammy Goddard, Church Administrator
Albany Unitarian Universalist

by email (preferred):
employment@albanyuu.org

by mail:
405 Washington Avenue
Albany, NY 12206

by fax:
518-463-1429