

**First Unitarian Church of Chicago**  
Membership Coordinator (10/hr per week)

**First Unitarian Church of Chicago** is a vibrant multiracial and multicultural congregation of 150 members and 55 children and youth located six miles south of downtown Chicago in the Hyde Park neighborhood. We are in a time of change: energized and growing. We are seeking someone to be part of the First Unitarian team as our new part-time Membership Coordinator. The Membership Coordinator will partner with our ministers and lay leaders to welcome visitors, grow membership and volunteers, and engagement.

**ACCOUNTABILITY:** The Membership Coordinator is supervised by the Senior Co-Ministers.

**HOURS:** 10 hours per week including 4 hours each Sunday from 9am-1pm onsite. The remainder (6 hours) will include weekly meeting with Senior Ministers, a monthly meeting with Membership Committee, and a monthly staff meeting. Some meeting may occur on evenings and weekends.

**COMPENSATION:** \$15/hour

**RESPONSIBILITIES:**

The core goal of this position is to develop a vibrant membership program that creates a welcoming and nurturing environment which encourages and celebrates membership and an engaged community.

*Programming Lead*

The Membership Coordinator creates strategy, communications, coordination, and supports volunteers in implementing current programming: Sunday greeting and welcoming visitors; communicating and supporting potential members; engaging current members; developing educational opportunities for visitors about the community and faith of Unitarian Universalism (for example: membership classes, meet and greets, social events and member anniversary celebrations).

*Program Support and Administration*

Recruit, train, support, oversee, and recognize membership volunteers. Work collaboratively with and support the Membership Committee. Communicate with visitors, potential members and the congregation as a whole. Organize potlucks and social events. Develop, submit, and manage the Membership budget. Report monthly to the Board of Trustees.

*Worship*

Under the direction of Senior Ministers develop, implement, and lead the Membership volunteer team before and after weekly service.

*Strategic Program Development*

There are a number of areas to build in the Membership program.

1. Evaluate current member recruitment and programming. Select and implement strategy and programming as appropriate.
2. Expand communication and engagement strategy for visitors and members.
3. Develop best practices and processes for volunteer recruitment and training.
5. Develop outreach strategies to make our programs visible in the larger community.
4. Develop strategy to maximize Membership committee effectiveness.

#### *Professional Development*

Membership and participation in collegial professional development groups for continuing education experiences and mentorship.

#### **REQUIRED QUALIFICATIONS**

Bachelor's Degree; high degree of interpersonal intelligence, experience and comfort speaking publicly and in small groups, customer service, ability to work independently and collaboratively in teams; effective verbal and written communication; volunteer management; project management skills; ability to work autonomous and independently; familiarity and appreciation for liberal religion.

#### **PREFERRED QUALIFICATIONS**

Previous experience with public relations, membership, marketing or fundraising; experience managing volunteers; process and strategy development; demonstrated ability to supervise others; experience in writing and designing marketing materials, Unitarian Universalist affiliation.

Applicants of color and LGBTQ applicants are strongly encouraged to apply.

**APPLICATIONS:** Please send cover letter, resume, contact information for 2-3 references, and any other supporting documents to [firstumembershipcoordinator@gmail.com](mailto:firstumembershipcoordinator@gmail.com) by **November 15, 2017**.