

July 2023

**FIRST UNITARIAN CHURCH OF PORTLAND**  
**JOB DESCRIPTION: MEMBERSHIP ENGAGEMENT COORDINATOR**

Non-exempt

Reports to Associate Minister

Effective date 8/1/2023

**General Position Summary**

Membership Engagement Coordinator is responsible for programs to welcome and assimilate visitors, members and friends into the life of the church and to provide opportunities for ongoing engagement through shared ministry. Works under direction of the church ministers to fulfill the mission of the program and church.

Position is fulltime (40 hours/week).

**Qualities**

Church seeks experienced candidates with significant exposure to and understanding of Unitarian Universalist principles and practices; willingness to collaborate in shared ministry with staff and lay leaders; strong communication skills; and the ability to prioritize tasks and delegate responsibilities to others. Must possess knowledge of volunteer management including strong interpersonal skills.

**About Us**

First Unitarian is a spiritual community that strives to be a place for individuals to find meaning and connection grounded in relationship with others. Together we strive for a transformed world.

Accordingly, we seek these core values in our employees:

- \* Collaborative work style. Showing up as a team player.
- \* Integrity. Striving to do what's best for the church as a whole.
- \* Service-orientation. Demonstrating a helping attitude towards ministers and staff, volunteers, congregants and the community at large.
- \* Innovation and Professional Growth. Communicating a willingness to challenge oneself to improve, be creative, learn more.

**General Responsibilities**

- Creates and coordinates volunteers and teams for Welcoming, Membership, and Engagement Programming.
- Creates annual goals for areas of responsibility based on Church and professional goals.
- Reviews goals, programs, policies, and procedures annually or as needed.

- Collaborates with staff and leadership to develop an ongoing system of volunteer recognition and appreciation.
- Requirement: Of the 40-hour work week, must work 3 Sunday mornings a month while the congregation is present in the church.

### **Membership Program**

- Implements, oversees, and coordinates the Welcoming and Path to Membership program which encourages newcomers to become committed members of First Unitarian Church.
- Recruits, trains and manages volunteers to support the Membership programs.
- Creates and oversees integration of new members into the life of the Church.

### **Engagement Program**

- Oversees and coordinates engagement opportunities for members, friends, and newcomers.
- Coordinates program to recruit volunteers to serve throughout the congregation.
- Designs and implements programs and ministries, including small group and affinity group ministries.

### **Professional Development**

- Actively participates in the Unitarian Universalism Association of Membership Professionals (UUAMP).
- Participates in relevant professional development and continuing education offered by national and regional associations.

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*To apply please submit your **resume and cover letter** to:*

Job\_Application@firstunitarianportland.org