

## Worship Coordinator

### The Organization

Come be a part of the rich history that we enjoy at UUCSR! Not only will you work in a beautiful environment surrounded by 100 picturesque acres on the North Shore of Long Island but you will help support a Congregation, established in 1941, with a mission of strong principles and purpose. We are committed to "Human. Kind."

We encourage you to join our team of creative, collaborative and diligent employees and help UUCSR continue to achieve our strong commitment to excellence.

**The Position:** We have an immediate opening for a Worship Coordinator. The Worship Coordinator will work with Ministers, Worship Associates, guest presenters, and our AV team to manage elements of a worship service (visuals, technology-related, administrative), to ensure a meaningful worship experience both on-site and online.

- Manage the UUCSR visuals library
- Identify the correct visuals for use in a particular service
- Provide support for guest Ministers
- Committee liaison support
- Collaborate with UUCSR Communications
- Collaborate with others to develop annual worship calendar
- Coordinate worship service prep with Worship Assistants
- Coordinate payment for guest Ministers and/or special musicians

### Requirements:

- College degree preferred (work and volunteer experience considered); education or training related to the job's professional skills and specific tasks of worship support is desirable
- Ability to work a flexible schedule, mostly days but adjusted for presence at an occasional evening meeting; once monthly at Soulful Sundown; and some Sunday mornings
- A good sense of the UU worship experience
- Ability to support worship service participants via email and phone
- Good organizational and project management skills
- Ability to use online spreadsheets, including Google and Sharepoint
- Ability to scan photos and manage digital images
- Ability to set up Zoom meetings and familiarity with Zoom hosting

### Why you should apply:

- Competitive salary
- Outstanding health benefits (medical and dental) with a generous employer premium contribution
- Generous time off policies
- Excellent employer contributed retirement plan
- Work for an organization that supports causes such as: women's rights, social justice and the rights of the under-served population
- Office location in Manhasset, NY is close to trains and highways

**How do you apply:** Send resumes and salary requirements to: [HR@uucsr.org](mailto:HR@uucsr.org)

**Equal Employment Opportunity**