

**UU Congregation at Shelter Rock
Manhasset NY
MEMBERSHIP COORDINATOR POSITION**

Job: Part-time to full-time position as Membership Coordinator for UUCSR
Reports to Rev. Jaye Brooks, Developmental Minister

Salary: Consistent with UUA Salary Recommendations

Non-Discrimination: The Unitarian Universalist Congregation at Shelter Rock invites applications from candidates regardless of race, gender, gender identity, sexual orientation, age, or disability.

Process: Please submit a resume with cover letter to jbrooks@uucsr.org. Include or be prepared to offer on request the names of three references and their preferred contact information.

Job Responsibilities

1. Membership Attraction and Retention

New Member Engagement

- Ensure that members and visitors have a welcoming experience at worship services (including being present before and after worship services)
- Work to bring in potential members via a Plan My Visit process, brochures, followup contact, and other means
- Help plan and execute a new member orientation program and other new member events and programs

Assist Others in Working with New Members

- Assist the Membership Committee in carrying out its charge
- Recruit, train, and support volunteers for visitor and membership programs

Work on Membership Development and Retention

- Work with Membership and other committees, ministerial staff, and other congregational staff to plan and execute a membership development path that facilitates transformational growth and helps bring congregants from new joiner to fully involved and committed UUCSR member
- When people leave the Congregation, try to identify their reasons for leaving and track these reasons to help improve the quality of members' experiences

2. Membership Information and Statistics

- Use information management tools and other means to track UUCSR membership, getting and maintaining basic demographic information, interest profiles, and other data; maintain Visitor Records; maintain the membership database

- Use analytical tools to provide information on trends in membership (demographic, geographic, etc.)
- Provide membership data to committees and other UUCSR staff and entities (e.g., MRC) as needed

3. Community Building

- Engage with the UUCSR community to help all feel welcome and bring their needs and interests to the ministerial staff as appropriate
- Assist groups (e.g, MRC) who are recruiting for UUCSR projects or committee assignments to identify appropriate people

Applicant Skills Profile

- Possess a deep familiarity with UU principles and practices and commitment to these
- Have excellent computer skills and familiarity with software and tools, including social media, that could aid in membership recruitment, management, data collection, and retention
- Demonstrate skill in interpersonal relations and group dynamics
- Work well with individuals of diverse backgrounds and personalities and demonstrate the ability to work collegially with other professionals and leaders in the congregation
- Be warm, friendly, and personable
- Be self-motivated, well-organized, detail-oriented, able to follow through with and delegate responsibilities
- Possess good memory for names and personal backgrounds of members and potential members
- Understand budget development and working within financial constraints
- Work experience in a congregation, ideally with experience in Membership, is helpful. Other similar work experience will be considered.
- In consultation with the Ministry Team and the Membership Committee, be able to articulate a vision for how to engage, develop, and help members get the most from their UUCSR experience
- Have UU Association of Membership Professionals certification or willingness to gain certification as a condition of employment. (As part of their job responsibilities and at UUCSR expense, the successful applicant will become credentialed.)
- Be available some evenings for work—worship services and committee meetings and events, etc.
- BA desired but not required