

First Unitarian Universalist Church of Houston, TX.
5200 Fannin St. Houston, TX 77004
(713) 526-5200

Job Description for **Membership & Communications Coordinator**

Job Summary

As indicated in the title, there are two important aspects to this job. The Coordinator will be able to prioritize recurring and unexpected, last-minute tasks to fulfill each aspect of the job successfully.

As the Membership Coordinator, the job is to develop and implement process(es) to guide and track individuals from visitors to new members, and subsequently to deep integration into the congregation. The Coordinator will build upon the existing lay-led Welcome and Membership Teams. Extensive interconnectivity is needed with staff and lay leaders as part of this role.

As the Communications Coordinator, the job is to oversee all aspects of First Church's print and online/visual communications, including social media platforms.

Time Required:

The Coordinator is a full-time, non-exempt position. Workload will vary throughout the year depending on the church-year cycle of activities and visitors, which may include some holidays. Sunday morning presence is required.

Reports to: Director of Finance & Operations

The Membership & Communications Coordinator communicates regularly and coordinates with church staff and lay leaders as needed. Will directly oversee Welcome Team and Membership Team and maintain a regular working relationship with chairpersons of these lay-led teams.

Principal Duties and Responsibilities:

The key goal is membership growth, while building deeper connections between members.

A successful candidate for the Coordinator position will train and guide volunteers to carry out many of the tasks, allowing the coordinator to oversee while the volunteers are integrated into the life of the church: welcoming, contacting, and involving newcomers; updating the website, helping to prepare mailings, and management of database.

Membership Coordinator

1. Will work with the Assistant Minister, Welcome Team, and Membership Chairs to develop a strategy to assist visitors along the path from Visitor to Friend to Member.
 - a. Help develop an outreach strategy and facilitate implementation.
 - b. Collect contact information on Visitors to reach out to them in response to their questions, invite them to return, and invite them to become more involved.
 - c. Assist individuals in understanding and communicating the different expectations, responsibilities, and opportunities for Visitors, Friends, and Members.
2. Will advise the Senior Minister and Assistant Minister on church membership issues and oversee the development and implementation of processes that will be used to build connections between visitors and members with the ministries and programs of the church.
 - a. To understand and promote understanding of the diverse needs and interests that bring people to our church and that will help them find what they need.
 - b. To help collect data on personal interests and needs of Friends and Members of the church, and to use this to help church Friends and Members get involved with programs and volunteer efforts.

- c. Will connect visitors, members, and friends with the various Core Ministries and Enrichment Programs of the church.
- d. Will work with the ministers in organizing and presenting “Membership 101” classes & Inquirer’s Series for prospective new members and other programs to welcome new Friends on the path from being a Visitor to Friend or Member.

Communications Coordinator

- 3. Will develop a strategy for the Outreach and Public Relations programs of First Church.
 - a. Oversee social media presence.
 - b. Will develop and work with the Office Staff and volunteers to optimize use of social media and our website.
 - c. Oversees design and production of printed materials, including but not limited to publicity materials, internal reports, stewardship materials, and develop relations with local & national media outlets as appropriate.

Requirements:

- 1. Knowledge of how congregational communication, decision-making, and leadership works; conversant and effective with formal and informal decision-making channels; flexible in approaching charged political situations effectively and quietly; anticipates organizational barriers to plan their approach accordingly.
- 2. The ideal Coordinator will have relevant non-profit membership experience, preferably in a Unitarian Universalist congregation.
- 3. The Coordinator is scheduled to work Sunday through Thursday and will need to be available to work some weekday and weekend evenings, and Saturdays.

Additional skills needed:

- 1. Competence with principles of church growth and membership
- 2. Ability to recruit and work creatively and effectively with volunteers
- 3. Ability to inspire others to invite and welcome people to the church
- 4. Outgoing and friendly with people of all ages
- 5. Comfort and fluency with Unitarian Universalist identity, culture, and values
- 6. Sensitivity to multi-intercultural, interracial and LGBTQA+ concerns
- 7. Commitment to theological diversity
- 8. Experience and demonstrated competence in using social media
- 9. Multi-tasking competence to organize and manage several projects at once.
- 10. Excellent writing and speaking skills in English. Spanish fluency is preferred.
- 11. Familiarity with publishing, video editing, print design software, and membership & database software.
- 12. Effective, deadline driven ability to prioritize and organize tasks.

About First Church:

The First Unitarian Universalist Church of Houston has over 300 members in the Museum District of Houston, Texas, with an average Sunday morning attendance of 200. Over 40% of the congregation is new within the last 5 years with significant growth in members under 40 including many with children.

Contact: Tawanna Grice, Director of Finance & Operations