

Position Title: Membership and Young Adult Program Coordinator for the Unitarian Universalist Society of San Francisco (UUSF)

Position Type: 100% FTE

Position Purpose: Fulfill the vision of a growing congregation that welcomes young adults and other visitors seeking a spiritual community of nurture, care, discernment, service and commitment. Work to deepen the commitment, nurture and connection of those who have already joined. Serve our mission to be "a vibrant, joyous, caring, inclusive community of diverse people, we create a nurturing space for spiritual growth and learning. Based on our shared values, we work together courageously and publicly for human rights, economic justice, and environmental salvation."

Reports to: Rev. Laura Shennum, Minister of Congregational Life

Coordinates with: Membership Committee, Nominating Committee, and Young Adult leadership. Communicates regularly with the Minister of Congregational Life, Senior Minister, other staff, and other lay leaders as needed.

Supervises: All volunteers and lay leaders in the position's two areas of programming responsibility (membership and young adults).

Duties and Accountabilities: The following statements are intended to describe the general nature and level of work. However, these statements are not exhaustive and cannot anticipate all possible duties and requirements that may arise. Moreover, in a collaborative staff, there are times, events and circumstances in which staff is asked to work outside their normal area of focus (e.g., to support other staff's ability to take vacation; in supporting the annual giving effort).

Membership Coordinator Duties and Accountabilities

Outreach/Administration

- Be a consistent, welcoming presence for visitors, newcomers, and members on Sunday mornings
- Provide outreach and communication regularly to visitors/newcomers
- Track visitors, newcomers, and overall membership in their journey of engagement with UUSF
- Update website and social media platforms with up-to-date information regarding membership
- Attend monthly Membership Committee meetings
- Attend Nominating Committee meetings quarterly or as needed
- Coordinate with Ministers' outreach and connection during the Annual Pledge Drive

Programming (in collaboration with lay leaders/volunteers)

- Regular (likely monthly) newcomers gatherings after service;
- Regular (likely quarterly) “New UU” classes;
- Periodic New Member Ceremonies in worship;
- Other classes that serve to educate folks considering membership or orienting new folks to the congregation;
- Working with Ministers to come up with programming ideas that would meet the needs of those joining church: for theological depth, connection, or service, for example.

Young Adult Coordinator Duties and Accountabilities

Outreach/Administration

- Be a consistent, welcoming presence for young adults on Sunday mornings
- Provide outreach and communication regularly to young adults, including weekly newsletter
- Track young adults in their journey of engagement with UUSF
- Update website and social media platforms with up-to-date information regarding young adult programming
- Maintain communication channels with young adults (email list, WhatsApp, etc.)
- Form an advisory or collaborative group of Young Adults

Programming

- Lunches – often right after church (very popular)
- Young-adult-centric worship
- Group service opportunities
- Social gatherings
 - Examples include, baseball, ice skating, picnic, museum, board game nights, outings, karaoke, dinners, etc....
 - Holiday focused events: Halloween, Thanksgiving, Christmas (these might be purely celebratory, but also provide gathering for those far away from or estranged from family)

Overlap of positions

- Programming Events that could serve both constituencies:
 - Small group ministry format, for example, structured with this purpose in mind and rolling admission.

Skills

- Overall, ability to show creativity, warmth and connection, a desire to initiate, cooperate, and adjust in service of the mission to build community and deepen our connections to each other and the organization.
- Available in person. Though some of the work can be done from home, on Zoom, we expect this person to be regularly at church, at services, and prioritizing in person connections and meetings with people.
- Able to communicate clearly, in writing and verbally.
- Strong proficiency in:
 - Electronic communication (email, WhatsApp, etc.)
 - Database management and administration
 - Google Workplace
 - Zoom
 - Spreadsheet creation and management
 - Event forms and registration tracking
 - Harnessing social media platforms for outreach (Facebook, Instagram, e.g.)
- Strong organizational and time management skills, including follow through on responsibilities, balancing between membership and young adult responsibilities, and attention to detail
- Sympathetic to Unitarian Universalist values and willing to work in the spirit and service of those values
- Ideally the candidate is knowledgeable about Unitarian Universalism; if not, a willingness to become knowledgeable quickly after beginning employment

Other Requirements:

- Regular presence (in person) on Sunday mornings;
- Ability and willingness to work flexible hours including evenings, weekends, and some holidays.

If your background or experience are a little different than what you see in this job description but you think you'd be great in this role, please still apply!

Salary and Benefits:

Salary: This full-time exempt position offers a competitive annual salary range of \$56,200 - \$58,000 and a robust benefits package. We leverage staff members' experience, competency, credentials, tenure, and other relevant factors to place staff on our salary ranges. We do not negotiate salaries, because we believe salary negotiations perpetuate bias. Instead, we provide transparent, consistent salary offers so that our staff don't have to advocate to receive fair pay.

Benefits: Reflecting Unitarian Universalist Association (UUA) guidelines. Employer pays for employee's medical, dental and LTD insurance and contributes 10% to the UUA retirement plan (once eligibility is met). Long-term disability coverage is paid by the employer. Also, vacation, sick time and 8-10 holidays annually as provided for under UUSF Employee Handbook. There is an annual professional expenses allocation for this position.

UUSF is committed to dismantling white supremacy, and encourages applications from people with underrepresented identities. UUSF is an equal opportunity employer and does not discriminate based on age, ancestry, race, ethnicity, color, national origin, gender identity or expression, sex, pregnancy, sexual orientation, marital status, family or medical care leave, religion, genetic information, medical condition, physical or mental disability, or veteran status.

To apply: Please submit a resume online at hr@uusf.org. For additional questions about this position or to speak with someone about your interest, please contact the Rev. Laura Shennum by emailing hr@uusf.org Attn: Rev. Laura.