

## **Membership Coordinator**

### **Coastal Virginia Unitarian Universalists**

**Position Type:** 10 hours/week, 12 months/year

**Supervised By:** Minister

**Status:** Part-time, hourly.

**Exemption Status:** Non-exempt

**Salary:** \$20.37 per hour

Coastal Virginia Unitarian Universalists (CVUU) is a liberal religious congregation with approximately 185 adult members. We are a diverse multi-generational faith community. We seek a highly motivated, enthusiastic, and technically proficient person to integrate new members and support long-time members in our congregation.

#### Responsibilities

Greet members and visitors on Sundays; respond to visitor registrations, visitor and member inquiries and pledge inquiries; maintain database of new and returning visitors and members; organize new member classes and new member ceremonies twice a year; conduct outreach to community members who are present at CVUU for special events (e.g., concerts); and follow up with members who are no longer actively participating in congregational life. Work collaboratively with staff and the Membership Committee.

#### Qualifications

- Outgoing and desire to meet new people and contribute to a welcoming environment
- Excellent verbal and written communication skills
- Ability to plan, organize, prioritize tasks, and work independently
- Work accurately with attention to detail
- Ability to work effectively, comfortably, and energetically with people from diverse backgrounds
- Be able to use Google Suite, Microsoft Office products, other software as necessary, and create digital and print media
- Comfortable with discussions concerning pledging
- Satisfactory background and reference checks
- Familiarity with Unitarian Universalism and/or other non-profits is a plus
- Some college is preferred

Hours: Part-time hourly position (averages 10 hours/week), with flexible scheduling. Requires presence on site on Sunday morning and early afternoon (one Sunday off a month), and occasional Saturday and evening hours. Sundays that fall during or commemorate major religious holidays during the life of this congregation, e.g., Christmas, Easter, cannot be taken off.

**Start Date:** Open hiring

**Reporting:** The Membership Coordinator reports to the Minister

**To Apply:** Email resumé and cover letter to [employment@ucnorfolk.com](mailto:employment@ucnorfolk.com).