

First Unitarian Society of Ithaca, NY

Engagement and Outreach Coordinator Job Description

Job Summary: First Unitarian Society of Ithaca (FUSIT) is a mid-sized Unitarian Universalist congregation. The Engagement and Outreach Coordinator supports the vision and mission of FUSIT by welcoming newcomers and visitors and inviting them to deepen their connections and involvement in our community. The Engagement and Outreach Coordinator is a consistent warm and welcoming presence on Sunday mornings, and encourages the congregation at large to create a welcoming atmosphere. They are also responsible for widening the presence of our congregation within the community at large through social media, marketing, and involvement in local events.

Reports to: Director of Congregational Life

Effective Date: October 1st, 2024

Status: Part-time (10-12 hours/week during church year)

10-month, non-exempt position that entails working most Sundays.

Physical Requirements:

The physical functions described here are representative of those that must be met by an employee to successfully perform this position. Reasonable accommodations may be made upon request to enable individuals to perform the functions of the role.

Daily requirements include (but are not limited to):

Ability to sit/stand – amount of time may vary

Typical manual dexterity for working with papers, files, computers, standard technology

Usual work environment/equipment used: This position operates in a church work environment with an expectation to interact with the congregation and utilize standard office equipment.

Essential Functions:

Welcoming Members and Visitors and Creating a Pathway to Membership

- Nurture a sense of welcoming for visitors and newcomers, including by being present and actively engaging with newcomers and members at FUSIT most Sunday mornings.
- Prepare and coordinate Newcomer Inspired Connected and Engaged (NICE) sessions
- Coordinate newcomer events with the Director of Congregational Life, ministry teams, and staff, as needed
- Track attendance and membership records and follow up with new members and visitors in a timely manner

Coordinating Volunteer Recruitment and Community Involvement

- Assist congregation with understanding visitors' and newcomers' needs and opportunities to engage with our UU community.
- Increase awareness of volunteer opportunities and identify ways for members to become involved in programs and initiatives that match their passions, interests and skills.

- Show appreciation in formal and informal ways for contributions of time by members, regulars, and newcomers.

Marketing and Social Media

- Oversee and contribute to social media marketing, ensuring a healthy, fresh and vital presence on various social media
- Assist in promoting internal and external events to the community to increase awareness of the various opportunities for connection, action, and spiritual deepening
- Meet monthly with the staff team to stay informed about events and programming and to coordinate efforts

Events and Outreach

- Coordinate outreach initiatives which are directed toward the greater Ithaca community including events, programs, and collaborations
- Plan and execute Engagement and Outreach events at FUSIT

Other

- Develop and manage the budget for the Engagement and Outreach team
- Form and lead an Engagement and Outreach team to assist with above listed tasks
- Represent Engagement and Outreach Team at monthly Team Leaders Council meetings and congregational events
- Other duties as assigned

Desired Skills/Experience:

- Knowledge of Unitarian Universalism and its history and theology, and/or a demonstrated commitment to liberal religious values
- Comfort with existing and emerging technologies including email, word processing, databases, website maintenance and/or design, social media etc.
- Familiarity with membership professional resources

Minimum Qualifications:

Enthusiasm for engaging and interacting with people

Ability to work collaboratively with UU staff and the Engagement and Outreach Team

Skill in building community

Ability and comfort with speaking in public settings.

Skill in organizing data

Skill in managing time and multiple projects concurrently

Proficiency in written and verbal communications in English

Ability to use email, word processing, spreadsheets, social media, Google Drive, Google Docs and Google sheets

Ability to learn membership databases and other new programs as needed

Willingness to submit to and pass a background check

Core Competencies:

Mission ownership

Hospitality
Interpersonal relationships
Communication skills
Developing and motivating volunteers
Self-Development
Commitment to Diversity, Equity, and Inclusion
Resilience
Attention to Detail
Organization and Time Management

General Statement of Responsibility: The time commitment will average ten hours per week which will include: Sunday presence before service and during coffee hour, other Programming such as NICE when it is running, Engagement and Outreach Team meeting attendance, monthly staff meeting attendance, internal and external events, and frequent online communications.

Affirmative Action Statement: Equal Employment Opportunity is a fundamental goal and policy of FUSIT. FUSIT recognizes and reaffirms all federal and state laws preventing discrimination against applicants and employees on the basis of any protected class or characteristic. It is the duty of FUSIT to provide reasonable accommodations to qualified individuals under the Americans with Disabilities Act (ADA).

Operations Administration Team Approval: 9.19.24
Personnel Committee Approval: 9.21.24
Board Approval: 9.24.24