



---

## JOB DESCRIPTION

Job Title: Member Engagement Coordinator

Date: Sept. 2023

Reports To: Senior Associate Minister

FLSA: Exempt

---

### **JOB OVERVIEW**

The Member Engagement Coordinator directs the church's efforts to provide hospitality and orientation to potential new members and new members. Serves as a resource in helping new and existing members become engaged in the life of the church.

### **Responsibilities**

Developing, monitoring, and administering a comprehensive plan for the assimilation of new and existing members into church life at UCC.

This includes but is not limited to:

- Contact (phone/email) visitors and those who express interest in membership with information about the church and the membership process.
- Facilitate the membership process by collecting and submitting the necessary information to the church.
- Assist new and existing members with becoming engaged in the life of the church by connecting them with clergy, staff and established members.
- Coordinate and supervise the Hospitality Ministry including recruiting, training and scheduling volunteers
- Write New Member Bios for church publications.
- Present New Members in various worship services on New Member Sundays (approximately every quarter).
- Plan and coordinate UCC & You events and New Member Sundays.
- Be a welcoming presence on Sunday mornings and build relationships with new and established members.
- Attend staff and team meetings as required.
- Report to supervisor on a regular basis to provide updates on membership and to receive feedback on job performance.



### **EDUCATION & EXPERIENCE**

- High School completion.
- Previous work with event planning a plus.
- Required advanced administrative computer skills.

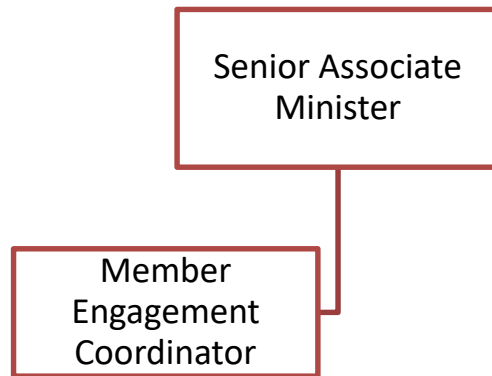
### **COMPETENCIES, SKILLS, CERTIFICATIONS & LICENSES**

- Strong oral and written communications skills for building relationships with staff, members and the community at large.
- Ability to be flexible, creative and collaborative.
- Organizational skills and ability to balance several ongoing projects simultaneously, including effectiveness in handling details.
- Ability to meet deadlines and work in a fast-paced environment.
- Strong team player
- Detail orientated.
- Strong ability to work with all ages.
- Strong computer and developed keyboarding skills.
- Maintain professional confidentiality.

### **PHYSICAL & MENTAL DEMANDS**

- Frequently requires problem solving, analyzing and interpreting data and extended focus.
- Attention to detail and mental concentration are necessary for accurately performing tasks, working in a fast-paced environment and handling frequent interruptions.
- Regularly operate a personal computer and express or exchange ideas by means of the spoken word.
- Ability to lift, bend, carry packages and equipment.
- Able to meet physical demands of worship services and standing for long periods of time.

**ORGANIZATIONAL RELATIONSHIPS**



**The above statements describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.**