

***Come Grow with Us!***

North Shore Unitarian Church is a welcoming community of families and people of all ages who strive to be loving, accepting and compassionate toward all who come through our doors. We energetically and creatively put our faith into action, respecting racial and economic diversity, gender identity and sexual orientation.

NSUC is seeking a Membership Coordinator. The ideal candidate will:

* Be Energetic and Enthusiastic
* Be an Excellent Communicator and Foster Collaboration
* Understand the Congregation System and How to Support It
* Be Eager to Learn our Realm Membership Database and its Robust Connection Features
* Be Highly Organized and Self Motivated
* Demonstrate Ability to Work with Individuals of Diverse Backgrounds
* Coordinate and Implement Multiple Communication Vehicles: Social, Web, Email, Print
* Work Sunday Mornings

If this describes you and you’re looking for a place where you can make an immediate difference and feel valued for your contributions, please apply now! Forward a cover letter and resume with subject line: Membership Coordinatorto [Hiring@nsuc.org](mailto:Hiring@nsuc.org). The search remains open until the position is filled. For best consideration, submit application materials by January 15, 2018.

**Position Title:** Membership Coordinator

**Qualifications:** College degree or equivalent work experience

**Status:** Part-time position through June 2018, with the possibility of being extended

**Hours:** Work 14 hours per week including Sunday mornings

**Compensation:** $16 - $ 19 per hour (meets regional UUA fair compensation guidelines)

**Reports to:** NSUC Minister, Rev. Lucas Hergert

***About the Role -*** *This position is not open to members or regular attendees of NSUC.*

The Membership Coordinator and our Minister will work to revitalize the volunteer component of NSUC’s membership and create an environment conducive to achieving increased membership. They will be dedicated to fostering support and inclusion for visitors. In addition, they will help to bring those visitors into membership.

This position collaborates with our volunteer membership team and provides a warm and friendly face for newcomers. Responsibilities may include: providing visitor support/point of first contact, implementing policies and procedures, coordinating new member classes, recruiting volunteers for membership roles, supporting volunteer recruitment for other functions, and keeping records. May delegate some tasks to volunteers.