

## EMPLOYMENT OPPORTUNITY

### Membership Development Coordinator

#### Job Description

Unitarian Universalist Fellowship of La Crosse (UU La Crosse)  
401 West Avenue South, La Crosse, WI 54601 (608) 796-9993

**Position Title:** Membership Development Coordinator, part-time, up to 8 hours per week.

**Reports to:** President of the Board of Trustees

**Position Supervises:** The position entails no direct supervisory responsibilities.

**Collaborative Relationships:** Collaborates on a continuing basis with the Member Services Team, and on an as-needed basis with the minister, members of the Board of Trustees, other Fellowship teams, paid staff, volunteers, and friends/supporters/members of the congregation.

**FLSA Status:** Exempt, hourly, no benefits.

**Compensation:** \$15 per hour.

**Position Duration:** Position is funded to begin on or about February 1, 2019, with funding assured through December 31, 2019.

**POSITION OVERVIEW:** The Membership Development Coordinator will have two related duties:

- 1) To aid in the Fellowship's Growth Initiative efforts aimed at increasing and improving engagement by friends and supporters;
- 2) To play a strong role in assessing members', friends', and supporters' needs and supporting active engagement through those needs, with the goal of strengthening a connection to the Fellowship and to Unitarian Universalism.

A strong requirement of this position is an ability to get to know a large number of persons engaged in our Fellowship and to listen closely for their emotional and spiritual needs.

#### WORK LOCATIONS:

##### 1) UU La Crosse Building at 401 West Avenue South.

A) Sundays, 9:30- 11:30 am- The Membership Development Coordinator will miss, at most, one Sunday in any calendar month. Exception is any month that has fewer than four scheduled services, or none.

Duties during Sunday hours & other activities as assigned:

- 1) Taking a leading role in greeting members and visitors.
- 2) Speaking with visitors and others during social times about their experience of the Sunday service, as well as about other Fellowship activities and services

- 3) Attending the Sunday service to immerse themselves in UU history, principles, and social justice work.
- 4) Coordinating the collection of information from members and visitors for Member Services purposes

**B) Other duties:**

- 1) Attendance at Member Services Team meetings.
- 2) Attendance at Staff meetings.
- 3) Attendance at Program Council
- 4) Attendance at other Fellowship Team meetings, as needed.
- 5) Meeting one-on-one with congregation members and visitors, as needed.
- 6) Attending occasional community meetings/events/activities to attract new friends/supporters/members and educate them about ways to become better engaged.
- 7) In partnership with the Minister and Member Services, support lay leaders in developing approaches that create a welcoming environment in their area of influence

**2) Flexible work that can be done off-site:**

A principal location for these activities will be community meetings and events with a focus on building relationships and educating people about the Fellowship.

The work of the Membership Development Coordinator will involve:

- a) Frequent communication with the minister and chair of the Member Services Team.
- b) Email and telephone communication with members and visitors.
- c) Reviewing announcements and monthly newsletters to gather information on activities.
- d) Writing a monthly newsletter article, posting announcements, and updating web and social media regarding member activities.

The Membership Development Coordinator will submit, on a frequency consistent with payroll needs, a listing of hours spent in preparation for, and in attendance of meetings and events.

The above shall not be construed as an exhaustive description of all the work required to successfully fulfill this job. The president may assign additional duties of similar level and nature.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent communication, listening, and problem-solving skills;
- Ability to work with volunteers;
- Ability to work collaboratively with committees and other staff members;
- Knowledge and skills in computer software, including word processing, database, social media and website management and other programs;
- Appropriate maintenance of confidentiality;
- Ability to work a flexible work week, including some evenings and weekends;
- Ability to learn and understand the UU principles, as well as the bylaws policies, and procedures of the Unitarian Universalist Fellowship of La Crosse.

**EDUCATION AND EXPERIENCE**

- Some post-secondary education preferred.
- Previous employment demonstrating an ability to build relations and / or improving community engagement as well as other interpersonal skills.

Interested applicants should **email a resume, references, cover letter, and completed application form to [officeadmin@uulacrosse.org](mailto:officeadmin@uulacrosse.org)**, or mail application documents to 401 West Avenue South, La Crosse, WI 54601.

Please **indicate Membership Development Coordinator as subject line**, or addressee. [Employment Application form is available here.](#)

**The position starts on or about February 1, 2019; applications by January 25 are encouraged.**

The UU Fellowship of La Crosse is an affirmative action/equal opportunity employer.

---

### **Appendix One: The Seven Principles of the Unitarian Universalist Association (UUA)**

“We, the member congregations of the UUA, covenant to affirm and promote”:

1. The inherent worth and dignity of every person;
  2. Justice, equity and compassion in human relations;
  3. Acceptance of one another and encouragement to spiritual growth in our congregations;
  4. A free and responsible search for truth and meaning;
  5. The right of conscience and the use of the democratic process within our congregations and in society at large;
  6. The goal of world community with peace, liberty, and justice for all;
  7. Respect for the interdependent web of all existence of which we are a part.
- 

### **Appendix Two: Sources of Our Living Tradition**

1. Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
2. Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love;
3. Wisdom from the world's religions which inspires us in our ethical and spiritual life;
4. Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves;
5. Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit;
6. Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.