

***First Religious Society, Unitarian Universalist, in Newburyport, MA***  
***Job Opening***  
***Membership and Communications Manager, Part-time***

**Posted:** August 16, 2020

**Job Title:** Membership and Communications Manager

**Position Status:** Exempt. Part-time, 25 hours/week

**Overview:**

Vibrant, growing Unitarian Universalist congregation in Newburyport MA is seeking the right person to join our team and to oversee our digital engagement, membership, and communications efforts. We are looking for a compassionate, justice seeking individual who is excited about the possibilities of church, especially during COVID-19. Position can be done remotely to start.

**Position Description:**

The Membership and Communications Manager is responsible for planning, implementing, and evaluating digital engagement, communications, and outreach to increase involvement in our 450+ member congregation. This includes welcoming and engaging visitors (online and in person), members, promote volunteer activity, and to build and strengthen community and congregational life. In this role, the Membership and Communications Manager is responsible for developing and managing all communications programs and activities including the church's website, its social media presence, and other electronic and print communications. This may be done with lay volunteers as appropriate. Working in partnership with the Minister and staff leadership team, the position will play a critical role in helping to engage and channel the energies of the church and its members in meeting the internal and external aspirations of our community. The right person will be key in helping us achieve our new mission and create church that is meaningful and relevant during this time in history.

**Core Responsibilities:**

**Newcomers & Membership**

- Integrates newcomers through suggestions for involvement, membership classes, and targeted social events
- Prepares materials for visitors, trains and schedules Visitors Table volunteers, captures visitor information, and follows up with visitors in a timely way. Adapts this engagement to happen while we are doing church virtually.
- Works with the minister and staff team to create virtual membership program.
- Helps enroll new members and coordinates their formal welcome
- Manages new member data in church database

**Communications**

- Writes, edits, and distributes publicity for church including weekly newsletter, website, social media, and other channels
- Facilitates communication within the church and with the greater community in ways that strengthen relationships and visibility
- Works with lay teams in promoting their activities and creating communication roll outs.
- Develops signage, style guides, and other communication elements with professional support

## **Digital Engagement**

- Connects congregants online with opportunities to engage with the congregation
- Manages content and creative design of website with support of website team
- Communicates and collaborates with Minister, staff, committees, and Program Council
- Attends FRS and community events in work capacity (virtually and otherwise)
- Develops and runs programs in collaboration with staff and committees
- Serves as a positive and inspiring influence on the congregation

## **Required Knowledge, Skills and Abilities:**

- Strong oral and written communication skills
- Skills in engaging and supporting those exploring membership at FRS
- Demonstrated skill in recruiting, engaging, and supporting volunteers in church or comparable non-profit setting
- Experienced user of social media, especially in promoting events and increasing engagement
- Experience with web site management and email marketing
- Strong interpersonal skills with ability to establish good rapport with the range of people interacting with the church daily including visitors, members, and staff
- Ability to organize, manage and carry out administrative and logistical tasks in a timely manner.
- Ability to be flexible and manage multiple projects in an efficient manner
- Ability to see the big picture as well as to implement programs and tend to detail
- Commitment to confidentiality regarding all records all visitor, member and staff records.
- Ability and commitment to work collaboratively with congregational leaders and staff as a team
- Familiarity with Unitarian Universalism and church life preferred\*

## **On-site Work Expectations**

Expected to be on-site (virtually for now) Sunday mornings during the church year and for remaining work hours, with some requirement for presence at evening and weekend meetings and events. \*\*

## **Salary**

The annual salary range for this position is \$29,000-\$34,000, based on UUA guidelines. Salary is prorated based on a .625 FTE position. We offer a generous program of benefits including health and life insurance, vacation, and a retirement benefit.

## **To Apply**

Please send a cover letter and resume as well as names and contact information for 3 professional references on or before August 31, 2020. FRSUU is an Equal Opportunity Employer. BIPOC (Black, Indigenous, People of Color), cisgender males, and non-cisgender candidates are encouraged to apply. Email documents to [employment@FRSUU.org](mailto:employment@FRSUU.org).

\* The ideal candidate will not be a member of First Religious Society, Newburyport.

\*\* As of August 2020, working on-site is currently limited while COVID-19 is still prevalent. Sunday church services are currently being held online. Working remotely will be expected to start, with transition to in-person presence as the situation allows.