

Engagement Coordinator Position Description

Unitarian Universalist Church of Fargo-Moorhead



Title: Engagement Coordinator
Reports to: Personnel Committee
FLSA Status: Nonexempt
Hours and schedule: 10 hrs/wk (including Sundays)
Date created or revised: November 8, 2024

Position Summary: The Engagement Coordinator supports the vision and mission of FMUU by welcoming newcomers and visitors and inviting them to deepen their connections and involvement in our community. The Engagement 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. Lastly, the Engagement Coordinator supports the grassroots operational structure of our lay-led congregation by encouraging members to volunteer with and participate in social justice, fundraising, and fellowship activities and events.

Principle Responsibilities:

1. Visitor Engagement

- a. Welcoming visitors and guests during Sunday services and coffee hour
- b. Providing newcomers with information about the church, including pathways to membership
- c. Periodically hosting Path to Membership Workshops for potential new members
- d. Collaborating with Program Committee to coordinate New Member Recognition ceremonies

2. Community Engagement

- a. Planning and coordinating outreach activities to establish visibility in the community
- b. Working with the Board to facilitate promotional activities such as print or radio advertising
- c. Collaborating with the Church Administrator to manage website and social media accounts

3. Member Engagement

- a. Recruiting church volunteers to help with community outreach activities
- b. Collaborating with Board to plan and coordinate fellowship activities and fundraisers
- c. Working with the Social Justice Council to plan and execute social justice efforts
- d. Fostering a culture of inclusion, belonging and activism in our congregation

4. Other Operational Support

- a. Assisting with Community Conversations to establish clarity around member desires and needs
- b. Attending board and committee meetings upon need or request

Relation to UUA Capsule Descriptions: Although not directly comparable in duties, this position is considered comparable in responsibility level to UUA Membership Coordinator.

Minimum Qualifications:

- Organizational and leadership abilities
- Excellent communication skills
- Comfortable with public speaking
- Love of working with people
- Commitment to equity, diversity and inclusion
- Enthusiasm for community-building
- Social media management skills
- Ability to manage time and coordinate multiple projects concurrently
- Microsoft Office proficiency (Word, Outlook, OneDrive)

Preferred Qualifications:

- 3+ years experience in church or non-profit engagement work
- Bachelor's degree or higher in a relevant field

How to Apply: Email cover letter, resume and references to fmuu@fmuu.org.