Job Posting
July 2023

Welcome and Membership Support Coordinator (Temporary)

Reports to: Nikki Steele, Congregational Administrator

Hours: 10-15 hours/week, non-exempt – Hours must include Sunday morning, 8:30am – 12:30pm; other hours are negotiable and may be accomplished remotely but ideally include Tuesday 2-3pm in person.

Benefits: none

Length of position: We currently anticipate this position running from July/August (whenever filled) through November. However, as we determine office needs we reserve the right to shorten that timeline—or, the person in the position may be invited to consider extending the time or adding duties to the position. A person in this position is eligible to apply for future positions within the congregation.

Essential Functions

• Coordinate volunteers (from an existing volunteer network) to staff Sunday morning Welcome Desk and to serve as Ushers, Parking Lot Greeters, and Coffee Team.
• Serve as day-of coordinator for Sunday volunteers on Sunday morning, providing a welcoming presence to newcomers and helping to direct and support both newcomers and volunteers.
• Enter newcomer data into Shelby database (training on Shelby provided, but familiarity with databases required).
• Triage emails from newcomers, connecting them with the appropriate staff member to support their needs.
• Monitor database for new pledges and communicate with Congregational Administrator as any come in.
• Similar/related duties around attendance tracking, newcomer data entry, etc.

Core Competencies

• Team orientation and ability to work well with a wide variety of volunteers and staff.
• Database skills and familiarity with church and/or membership databases specifically.
• Positive, welcoming, warm demeanor. Comfort initiating conversations with newcomers.

About the Unitarian Universalist Church of Arlington, VA
UUCA (www.uucava.org) is a 750-member congregation in the Virginia suburbs of Washington, DC. Our mission is to create a space where one can “come for community, find inspiration, and live with purpose.”
We are part of the Unitarian Universalist Association (www.uua.org), a progressive religious tradition that affirms the worth and dignity of every person, and welcomes people of many beliefs to create community together.

**UUCA is an Equal Opportunity Employer.**
Diversity, equity, and inclusivity (DEI) are core values in UUCA’s employment practices. As we seek to build a staff that represents the community around us, we warmly encourage applicants from the BIPOC community, and those holding diverse identities and/or life experiences.

**Application**
For consideration please send a resume and a cover letter to Nikki Steele at nsteele@uucava.org.