

## **Connections Coordinator for the Unitarian Universalists of San Mateo**

The role of Connections Coordinator is to promote a culture of welcome and participation within the congregation, and also promotes UUSM visibility in the larger community. The Connections Coordinator welcomes and helps integrate visitors and guests and provides information to all members and friends about spiritual enrichment and social and volunteer opportunities within the congregation.

The position is 15 hours per week. Weekend and evening hours are necessary, including Sunday mornings (4 -5 hours) and scheduled newcomer and fellowship events. Remaining regular hours are to be spent in the office doing administrative work. This position reports to the Minister and collaborates with other congregational leaders and staff.

### **Sunday/Membership Tasks**

- Be present Sunday mornings with a welcoming spirit
- Greet and welcome visitors, friends and members before and after Worship Services.
- Cultivate knowledge of visitors, conduct survey of passions, skills and needs.
- Assess and develop membership materials for Welcome Tables, Newcomers Circles, Coffee Hours and community outreach events. Follow-up to establish rapport, invite further participation and inquire about what drew them in.
- Develop leadership within the congregation, working closely with the Leadership Development Team.

### **Administrative**

- General: Phone communications, order supplies, update name badges, prepare outreach and membership materials, provide attendance and membership reports monthly and as needed, and other administrative tasks related to connections.
- Web - Able to update website as needed.
- Data Entry – Maintenance of member information in databases and other files (ie. Pastoral Care)

### **Publications and Communications**

- Quarterly Journal Editor - Solicit and edit content for and oversee production of quarterly Compass Rose Journal. Contribute regular column on Membership.
- Develop and maintain data for UUSM Directory (assist in developing e-directory)
- Communicates with Finance Committee to foster Stewardship
- Electronic outreach: social media - e.g. Next Door, Facebook, Publicity - other creative ideas. Identify various demographics within the church, e.g. RE, Choir, Social justice, etc. and coordinate integration/participation of new members.

### **Supervision and Support**

Reports regularly to the Minister for supervision and is evaluated annually by the Compensation and Benefits Committee. Collaborates with office administrators, staff and volunteer leadership.

Please see <http://uusanmateo.org/> for more information about UUSM. To apply, please see <http://uusanmateo.org/job-opportunities> and send cover letter and resume and 3 reference contacts to [jobsearch@uusanmateo.org](mailto:jobsearch@uusanmateo.org).