

## **BVUUF Job Description: Member Services Coordinator**

The Boulder Valley Unitarian Universalist Fellowship is a liberal religious congregation dedicated to bringing love and reason to life and building a just and compassionate world. We provide a welcome to spiritual seekers, and a place for people to nurture their spirits and to go out and make a difference in the world. We are a mid-sized church with a solid base of energetic and generous members augmented by active visitors, and our membership is growing.

### **Job Summary**

The member services coordinator is responsible for maintaining a responsive and positive relationship with BVUUF members, while developing and executing plans for communication and connectedness among members.

The Member Services Coordinator initiates and implements training about the various communication methods for BVUUF members, coordinates and produces member communications, and maintains the website and BVUUF representation via social media. As a staff member, they work closely with committees such as: Members and Newcomers, Communications, Stewardship and Nominating. The coordinator also maintains accurate membership records and assists with membership inquiries.

FLSA: Exempt, salaried

Part-time (18 hours per week, includes Sundays 8:30am-1:30 pm, other days negotiable)

Annual starting salary: \$13,000

Reports to the Office Manager

Effective: October 1, 2011

### **Essential Functions**

- Help members stay connected and informed of BVUUF news, events, activities and offerings.
- Produce member-focused publications such as eConnections (monthly), the Sunday Weekly News (weekly updates), and the member directory, assisting members in communicating their news also.
- Ensure that the BVUUF website ([www.bvuuf.org](http://www.bvuuf.org)) is maintained and up-to-date.
- Represent BVUUF via various social media.
- Provide training as needed on BVUUF communication methods.
- Maintain, update and create reports from the Membership and Visitors data base.
- Create, approve, copyedit, and proofread Fellowship publications.
- Assist with setup and monitoring of user ids and website access.
- Maintain the BVUUF calendar for member activities and updates.
- Attend meetings with supervisors, other staff and members as needed.
- Work with all office staff to provide office coverage: answering phones, taking in deliveries, responding to facility emergencies, communicating building closings or other facility information that impacts members.
- Other duties related to providing exemplary service to members may be assigned as technology and needs change.

## Qualifications

- Demonstrated ability to work with diverse others to achieve goals
- Associates degree or higher in English, Journalism, Communications, Multi-media or related field; or equivalent successful work experience
- 3-5 years' experience in managing website content and production.
- Proficiency or demonstrated ability with similar technology related to publishing and communications software such as InDesign, Adobe Creative Suite, Word Press. Basic skills with Adobe Photoshop or Photoshop Elements a plus.
- Working knowledge of an Access database; demonstrated proficiency or willingness to learn
- Working knowledge of HTML, Microsoft Word, Excel, Google groups and Google docs, Yahoo groups, and social media such as Facebook, Twitter
- Ability to creatively problem solve and to maintain confidentiality

## Physical requirements and working conditions

- Able to work in an office environment doing light office work (answer phones, receive packages).
- Able to use communication technology hardware.

**Stakeholders:** The minister, office manager, board president, and chair of job-related committees.

## How to apply

Send resume, cover letter with 3 references via email to [personnelcommittee@bvuuuf.org](mailto:personnelcommittee@bvuuuf.org). On Email Subject line, please state: "Member Services Coordinator YOUR NAME". Candidates will be screened and interviews conducted after September 12, 2011. Applications are accepted until the position is filled. Only shortlisted candidates will be contacted.

Minorities are strongly encouraged to apply.

BVUUF is committed to diversity and we provide equal employment opportunities to all individuals regardless of race, age, color, religion, creed, gender (including pregnancy), national origin, sexual orientation, veteran status, marital status, disability, political affiliation or belief. Employment decisions are made based on job-related qualifications without consideration of these factors.

As a general policy, employment by the Fellowship is not open to members of the congregation, except in rare and unusual circumstances. Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Family" is defined as a spouse, life partner, parent, sibling, child, grandparent, or grandchild or in-laws.

## Location

1241 Ceres Drive  
Lafayette, CO 80026