

## Unitarian Universalist Society of Sacramento

### Newcomer and Member Engagement Coordinator



**Goal:** To better guide newcomers into membership, and newcomers and new members into greater engagement in congregational life. The Newcomer and Member Engagement Coordinator (NMEC) will do this directly through their own work with newcomers/new members, and indirectly through training and supporting volunteers in membership and engagement.

**Time/hours:** 20 – 25 hours a week, of which must include 9 a.m. - 1 p.m. Sundays and four hours in person on either Tuesday, Wednesday or Thursday; other hours negotiable.

**Accountability:** Supervised by Rev Lucy Bunch Co-Senior Minister. Meets with supervisor weekly. Provides monthly report on activities. Attend Board or Program Council meetings as necessary.

**Partners with:** Ushers and Greeters, Office Assistant, Bookkeeper, Religious Education Coordinator, and various volunteers engaged in membership related activities.

#### **Responsibilities:**

- Manages or supports all activities related to newcomers and new members.
- Is a prominent and effective support/point of first contact for newcomers
- Tracks engagement of newcomers; provides outreach and follow-up including assigning newcomer ambassadors.
- Manages all aspects of the Congregational Database (Breeze) including data entry and maintenance (except for pledges and finance). Supports member access to database.
- Manages volunteer development in cooperation with ministers and other leaders.
- Coordinates and supports classes related to newcomers and new members (currently newcomer orientation, Exploring UU and new-member classes) in cooperation with ministers.
- Develops and establishes new programs to integrate new members into the community.
- Works closely and cooperatively with volunteers involved in greeting and membership support. Attends quarterly greeter/usher meetings.

## **Experience, Knowledge, Skills and Qualities:**

### *Essential*

- Personal warmth and a friendly, open manner
- Skill in interpersonal relations and group dynamics
- Knowledge of, or willingness to learn, Unitarian Universalist purposes, principles, sources, history, and traditions.
- Clear boundaries as a staff member who is among and closely involved with, members of a community
- Commitment to welcoming individuals of diverse backgrounds and particularly attuned to issues of race, ethnicity, physical & mental ability, and gender/sexual orientation.
- Self-motivation, good organization, detail orientation, ability to follow through with and delegate responsibilities
- Collegial and collaborative approach to other leaders, lay and professional
- Clear written and spoken English
- Knowledge of, or willingness and ability to learn: Word, Excel, Google Drive, Planning Center Calendar, Breeze.

### *Desirable*

- Experience with Unitarian Universalism
- Experience in a faith community
- Experience as a membership volunteer or staff.
- Experience with Database management

Salary \$ 23-25 per hour depending upon experience.

Benefits: professional expenses for training opportunities. Sick leave, disability insurance, retirement program (which would fund 10% of salary after 1,000 hours in one calendar year)

Questions? Contact Rev Lucy Bunch, [revlucyb@gmail.com](mailto:revlucyb@gmail.com)

To apply: send a letter indicating your qualifications and interest in the position to Rev Lucy Bunch, Unitarian Universalist Society of Sacramento, 2425 Sierra Blvd, Sacramento CA 95825 or [revlucyb@gmail.com](mailto:revlucyb@gmail.com)

Please submit your application before July 8, 2026