



OLYMPIA UNITARIAN UNIVERSALIST CONGREGATION

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Job Description

Olympia Unitarian Universalist Congregation (OUUC)
Member Engagement & Communications Specialist
to begin July 1, 2025

OUUC envisions a world that is loving, just and healthy. We seek to support the spiritual growth of all people by providing opportunities for connection, growth, and service. We seek to be inviting and inclusive, bringing the life-saving message of Unitarian Universalism into the world.

Job Title: Member Engagement & Communications Specialist
Status: Part Time, 18 hrs/wk. FLSA: Non-Exempt

Reports to: Director of Community & Faith Development (DCDF)

Supervises: Volunteers

Pay Rate: \$23-\$24.62/hr with PTO Last Update: 6-7-25

Purpose: The Member Engagement & Communications Specialist supports the ministry of OUUC by helping to create a welcoming and engaging experience for OUUC visitors, newcomers, members and friends. Helps people join our congregation and helps those members and friends grow on their spiritual paths and in community.

Responsibilities:

Welcome and New Member Integration

- ☐ Serve as a point of connection and resource to visitors and members on Sunday mornings and Thursday evenings, and other times as they are able.

A loving, just, and healthy world.

- Ensure follow-up with visitors who come at any time and for any event.
- Help define a path to membership that is easy, transparent, and attractive.
- Coordinate the new UU classes with administrative support and asking for volunteers
- Administrative support for new member process and paperwork
- Coordinate with the minister for a new member ceremony on a Sunday morning
- Work with DCDF and the minister to develop, coordinate and direct a comprehensive program to ensure that people of all ages, identities, and circumstances are welcomed and connected in community in ways that nurture and support members' deepening relationships to, and stewardship of, OUUC.

Communication & Connection

- Be a skilled resource for Realm for the directory and serving teams (and anything else helpful in Realm), helping staff and congregants with the technology as needed, helping update the directory regularly, including photos.
- Gets to know member's and friends' skills and interests to help them engage and connect at OUUC

Other communications duties:

- Help define the overall electronic communications strategy for the church, including print, website, recordings, and social media.
- Coordinate and ensure on-going format and content maintenance and updates on the OUUC website.
- Provide website training for staff and congregants as needed.

- Help produce and distribute OUUC communications tools and content (e.g. social media posts, Newcomer News, etc.)
- Develop the OUUC social media ministry, which may include developing and supporting a volunteer team.
- Assist with OUUC branding, including maintaining and supporting access to the images that identify OUUC, such as the logo.
- Serve as a resource for staff and congregants regarding communications support.
- Serve as backup for other OUUC communications tools (e.g. weekly update, The Spark, etc.)

Community Life Support

- Manage hospitality teams for Sunday morning and other OUUC events (Christmas Eve, picnic)
 - Support and Greeters & Ushers Team; assist with recruitment as needed.
 - Recruit and support the Kitchen Crew for Sunday morning coffee hours
 - Manage Sunday morning recruitment and outreach efforts in the Commons, including coordinating Sunday morning tabling
- Be onsite for Thursday Community Dinners to help coordinate and welcome everyone
- Help plan and coordinate OUUC social events (e.g. annual picnic)
- Administrative support for Community Life
- Administrative support for Community Life

Other

- Assist the DCDF and minister in developing and administering the Community Life Ministry budget.
- Assist office staff in providing logistical and communications support to the Stewardship Team and OUUC's major fundraisers.
- Other responsibilities mutually agreed upon with the minister and/or supervisor.

Position Requirements:

- Understand and affirm [Unitarian Universalist](#) purposes, values, history, and traditions
- Have some recent experience with a Unitarian Universalist congregation as a congregant or staff member
- Knowledge of and/or ability to learn electronic communications software for producing newsletters, orders of service, recordings, blog posts, etc.
- Technology proficiency (including, but not limited to: PC hardware & software, phone system, Office 365, Realm, YouTube, Zoom) and ability to learn new systems as needed
- Ability and willingness to learn new computer software and hardware
- Experience with organizational communications planning or willing to learn
- Able to be onsite in Olympia several times per week (at least 2 days/week, including Sundays)
- Experience with recruiting and supporting volunteers or willing to learn
- Experience with event planning or willing to learn
- Consistent and reliable internet access to stay connected when working remotely
- Consistently pass an initial and periodic criminal background checks

OUUC employees work a flexible work week, so hours will vary over the course of a week and from week to week. The Member Engagement and Communications Specialist must have the ability to work both on-site and off-site as determined by the congregation's needs and in collaboration with coworkers and volunteers. Work hours will include weekend and evening hours, with Sunday morning hours expected on most weeks. Work hours also include some holidays such as Christmas Eve and Easter. Benefits include paid time off as it is accrued.

Key Skills:

- Calm and professional demeanor

- Excellent interpersonal and leadership skills: including relationship building, group dynamics and problem resolution
- Ability to respectfully and professionally work collegially with other professionals and leaders in the congregation, including individuals of diverse identities, backgrounds, and personalities
- Adaptable and flexible in changing situations
- Able to confidently make decisions within their authority
- Customer service focus
- Excellent planning and organizational skills
- Detail oriented
- Self-directed, works well independently
- Ability to work with and support volunteers
- Personal Development Initiative: recognize and prioritize the importance of continuing education, professional growth, and self-care
- Patience and understanding while working with people who have varying comfort and skill levels with technology
- Be able to set appropriate boundaries and not take conflict personally
- Professionalism when dealing with confidential information, records, and data.

OUUC affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, religion, sex, national origin, age, disability, or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy. As a religious organization, OUUC reserves the right to require that employees not engage in religious practices antithetical to the Unitarian Universalist Association.