

## Community Life Coordinator – Part Time

**Overview:** *The Philadelphia Ethical Society is a humanist congregation that affirms the worth of every person. The Community Life Coordinator helps members and friends fully participate in the Society, facilitates communication within the congregation, and has a key role in marketing to and communicating with people in our wider region.*

### RESPONSIBILITIES

**Membership:** *Support member needs and foster a sense of community*

- In coordination with the Greeting Team (Membership sub-committee), connect with members and visitors on Sunday morning (10 Sundays per each 3-month period required). Work to create a welcoming experience for members and newcomers at Sunday programs.
- Follow-up with non-member visitors to Sunday programs and other events.
- Facilitate membership application process. Suggest and develop improvements in process to convert more inquiries into members.
- Work with Membership Committee to develop and carry out integration of new members into the PES community, assist in member retention.
- Develop and maintain a membership file system, record member contacts, and begin to supply analytical data on membership. Receive and respond to member and membership-related phone inquiries, and email.
- Research and implement best practices for assuring a welcoming environment for visitors with diverse backgrounds and identities. Work on this to begin within six months of start of employment.
- Work with Membership Committee to develop targets for membership growth, and demonstrate progress toward same. At the one-year point, have growth targets for years two and three.
- Attend Membership Committee meetings (*ex officio*).

### Community Life:

- Facilitate and support the Caring Team (Membership sub-committee), including developing a peer support program to provide 1-on-1 supportive conversation.
- Offer interpersonal support to members undergoing personal challenges and life transitions.
- Participate in planning and facilitating occasional memorials and life transition ceremonies for members.

**Volunteers:** *Promote, support, and celebrate volunteers.*

- Survey committee needs and recruit volunteers from within and beyond the membership.
- Develop job descriptions for volunteer positions, including Board of Trustees and Committee chairs, facilitate volunteer training where needed.
- Plan and carry out annual volunteer recognition event.
- Meet with each committee or task force chair regularly (quarterly unless needed more frequently) to discuss how improve organizational efficiency and maximize positive experience for committee members.
- Schedule and host Zoom meetings for programs, events, and committees.

**Communications:** *Coordinate, streamline, and expand external & internal communications*

- Create weekly email communications that go out to members and others, flow that information into the printed Sunday Program.
- Post regularly to Society social media accounts, be sure all accounts have timely and informative listings.
- Support the Communications Committee to raise the profile in the surrounding communities through advertising, social media, etc.
- Gather input and regularly update the Society's website, using Word Press.
- Provide administrative support to Leader's outreach activities.

## KNOWLEDGE, SKILLS AND ABILITIES

*The successful applicant for this position will learn about the Ethical Society, and be able to understand and communicate about ethical humanism.*

### Required Skills/Attributes:

- Bachelor's degree required. Demonstrated exceptional work experience may be accepted in lieu of the degree.
- Willingness to work with a committee-led process using consensus decision-making.
- Initiative, creativity, drive, energy and a sense of humor. Flexibility and enthusiasm.
- Ability to connect with diverse audiences using tact and diplomacy. Ability to reach out collaboratively to individuals, groups and organizations.
- Good listening and consultative skills. Is compassionate and sensitive to people's needs. Maintains confidentiality.
- Can multi-task and work with interruptions. Can change priorities based on unanticipated issues that arise.
- Organized, self-starter, can work independently and be self-sufficient with clerical needs and support.
- Excellent oral and written communication skills, and computer skills, are expected.

### Additional desired skills:

- An advanced degree in applicable field, or coursework toward same.
- Social media experience including Facebook, Meetup, Instagram and Twitter. WordPress page management skills are an asset.
- Understanding of group dynamics, organization behavior, individual motivation, planning and organizing, and outreach and recruitment techniques.

## INFORMATION

- The Community Life Coordinator will report directly to by the Society Administrator. The Society Board of Trustees has ultimate oversight over all personnel issues and evaluation.
- This position is non-exempt, paid on an hourly basis, and expected to be 15-18 hours/week. Salary will be appropriate for a small non-profit, and commensurate with experience. This position is suitable for an entry level applicant.
- In-person Sunday work is required, which will be 10 Sundays per calendar quarter, at 3 to 4 hours each week.
- Wednesday evening work for Committee meetings, remote at this time but in-person in the future, will be required on most weeks.
- Some evening in-person work for programs and events is required occasionally, vacation coverage for other employees may be required occasionally. All other work may be in office or remote as coordinated with supervisor.
- The start date is flexible between July 19th and September 1st, to be mutually agreed upon.

## HOW TO APPLY

Tell us about yourself! Please send resume, cover letter, and minimum of 3 short work samples to [CLC@phillyethics.org](mailto:CLC@phillyethics.org). An electronic portfolio of work samples such as articles, blog posts, event flyers or listings, etc., will be reviewed if submitted. Applications will be accepted until the position is filled.

The Philadelphia Ethical Society does not discriminate on the basis of race, color, gender or any identity. Individuals with non-traditional backgrounds are encouraged to apply.