

First Church of Lombard, United Church of Christ

Community Engagement Coordinator

Job Description –

Ideally a slow start in December with full employment beginning date early January 2022

Summary

The *Community Engagement Coordinator* of First Church of Lombard, UCC is a 20-hour-per-week salaried position. Benefits and other employment provisions are provided in accordance with the First Church of Lombard, UCC (FCL) Personnel Policy. The *Community Engagement Coordinator* works in close, collaborative relationships with church members, fellow staff members, and members of the community to develop, coordinate, and support the membership and outreach ministries of First Church of Lombard.

This includes:

- Marketing FCL to the community
- Membership recruitment, onboarding, engagement, and retention
- Volunteer Management
- Outreach opportunity identification and coordination

Supporting these ministries requires regular presence onsite, as well as some evening and weekend meetings and events. This position reports to the Senior Minister.

Skills required

Strong, capable, proven leadership capacity

Experience with and empathy for underserved populations

Comfort with communication, from social media and technology to large group presentations and face-to-face personal encounters.

Strong organizational and time management skills

Education and experience requirements

Minimum three years' experience in leadership capacity, five or more years strongly preferred

Experience working with social services or social service agencies

Bachelor's degree preferred but experience will be considered

Major responsibilities

- Marketing and communication
 - Planning, organizing, and implementing a social media and website communication strategy in collaboration with the Pastor
 - Emphasize outward communication of First Church endeavors to our community and beyond
 - Making clear the welcoming nature of First Church in the community to invite visitors of all walks of life
 - Coordinating volunteers to help with livestreaming and recording worship services, taking responsibility for ensuring items are available on multiple communication platforms
- Membership
 - Greeting and engaging visitors to First Church worship services
 - Coordinating with Pastor the New Member Orientation Sessions
 - Coordinating member engagement and retention
 - Facilitating assimilation from first time visitor to long-time partner.
 - Working with Called to Care team, attending to members in crisis or distress
 - Volunteer Management
 - Connect members' gifts with the needs of others both within the congregation and beyond
 - Encouraging volunteer opportunities within the church and the outer community
 - Activating, and organizing ad hoc teams for outreach projects
 - Identifying, developing, and training team leaders
 - Gently managing volunteer teams to remain engaged and productive
- Outreach
 - Build relationships with all ministry areas of the church
 - Identify, cultivate, and maintain relationships with community partners - with a mix of Go Local and Go Global mission organizations and partners
 - Coordinate regular hands-on day-long mission trips, including with local, regional, and global partners.
- Sharing staff responsibilities for the Wider Church and Parish Life Teams

As a staff member of First Church of Lombard

Is visibly present and participates in principle congregational events.

Adheres to policies and procedures established by the pastor.

Willingly engages in United Church of Christ principles, including Just Peace, Open and Affirming - full inclusion for LGBTQ community, and a commitment to anti-racism.

Maintains, builds relationships, and communicates with church members pertaining to activities of the direct service programs and volunteer opportunities.

Collaborates with Sr. Minister and Staff on tasks and projects, as needed.

Attends monthly staff meetings, occasional Council meetings and the annual Council/staff retreat.

Maintains staff, member, and community confidentiality