

WellSprings Congregation

Position Description for Membership & Communications Coordinator

About WellSprings:

[WellSprings Congregation](#) is a progressive spiritual community of 300+ adults, teens, and children in Chester County, PA. A member of the [Unitarian Universalist Association of Congregations](#), our mission is to be a community “charged full with the charge of the soul” – where spirituality is not understood just as something ancient or mysterious,, but is relevant to our experiences, our actions, and our everyday lives. You can read more about WellSprings, and our community’s values and beliefs, [here](#).

About the Position:

Our Membership & Communications Coordinator engages people inside and outside of WellSprings with our community’s programs, culture, and mission. This person must be creative, thoughtful, relatable, consistent, and proactive in their work. As a “front-line” staff person who communicates with members, visitors, partners, and others beyond our doors, the Membership & Communications Coordinator must represent WellSprings’ mission, values, and commitments wholeheartedly as they perform their duties.

Roles and Responsibilities:

- Coordinate all aspects of WellSprings’ outreach to new and potential visitors (e.g. external publicity, new visitor welcome, visitor follow-up, etc.). Evaluate and refine our outreach strategy as needed to align with our annual congregational goals.
- Coordinate our community’s new member process. Plan and implement new member classes and events, in collaboration with our staff and volunteers.
- Ensure that all WellSprings members receive regular invitations to connect, grow, and engage more deeply with our community’s mission. Evaluate and refine WellSprings’ member integration practices on an ongoing basis.
- Create, edit, and collaborate as needed to produce engaging content (written, visual, video/audio, etc.) that keeps internal and external audiences accurately informed about happenings in the life of WellSprings, and that reflects our community’s values.
- Manage all content and distribution to WellSprings’ communication channels (e.g. Sunday materials, e-mail blasts, website, podcast, Facebook, Instagram, Twitter, YouTube). Develop and implement sustainable schedules for regular distribution, as well as periodic “bursts” to highlight specific topics or respond to special circumstances.
- Train and support WellSprings members in the use of our online community platform, Realm. Maintain an environment where community standards and practices are well-supported, communicated consistently, and held to by all.
- Maintain an accurate, up-to-date calendar of all WellSprings events.
- Attend and participate in monthly staff meetings and periodic staff retreats.

Key Qualifications:

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- Excellent written communication skills, including the ability to adapt and revise content according to its intended audience and method of distribution. Can write for and develop the congregation's "voice." Can adjust a message, without losing its essence or clarity, to reflect the appropriate emotion, tone, and style for its context.
- Strong visual communication skills, including design and layout of publications, an eye for composition in photographs and video images, and the ability to edit for and present needed information clearly on the page/screen.
- Strong aptitude for working collaboratively in a team environment, composed of both staff and volunteers.
- Strong ability to organize time, prioritize tasks, work efficiently, and communicate proactively and reliably with others regarding deadlines or delays.
- Strong skills working with Microsoft Office (Word/Excel/Powerpoint) and web-based computer applications, including aptitude for learning and working with new systems.
- Ability to receive and transmit sensitive information (e.g. pastoral requests, member challenges, etc.) with discretion and/or confidentiality, as appropriate.
- Existing facility and familiarity with social media platforms, and/or connections with community institutions in and around Chester County, PA is a plus.
- Technical proficiency in any of the following areas is a plus: graphic design, web design, video production, sound editing, digital media.

Reports to: Executive Minister

Hours: 20 hours per week, year-round, on a flexible schedule to include no less than 4 hours on Sunday mornings (8:30am-12:30pm), and at least two full days off per week.

Compensation: This is a part-time position with a salary of \$20,800 per year. (\$20/hr)

Start Date: July 1, 2019

To Apply: Submit your letter of interest and resume to Rev. Lee Paczulla at lee@wellspringsuu.org. Interviews will be conducted on a rolling basis, with a preferred application deadline of June 10.