



## First Unitarian Society of Madison Communications Coordinator Job Posting

The *First Unitarian Society of Madison* (FUS) is a robust community exploring spiritual, ethical and social issues in an accepting and nurturing environment. We seek to partner with other community organizations in advancing progressive ideals and to integrate social justice work into the overall life of our congregation. Independently and in partnership with other groups we seek to serve marginalized constituencies and to influence decision-makers on key issues at the local and state level. Our social justice program also supports the complementary work of the Unitarian Universalist Association at the national level and the UU Service Committee internationally.

While our congregation is an independent and autonomous entity, we belong to the Unitarian Universalist Association (UUA), which provides resources to more than 1,000 member societies. Our denomination's Principles and Sources are the product of much grassroots discussion and serve as aspirational statements that we strive to live up to. While neither UUA nor FUS membership are required for this position, a successful candidate will have an interest in the culture and progressive values of Unitarian Universalism.

FUS is committed to growing its community of diverse employees and members. Candidates of all backgrounds and identities are encouraged to apply.

### **Position Summary**

FUS is excited to add a staff member who is engaging, highly organized, has strong written and verbal communication skills, and is passionate about project management. This full-time position is responsible for coordinating the organization's internal and external communications, and collaboratively creating and managing a diverse range of marketing materials. The communications coordinator will oversee all aspects of website maintenance, social media, and other electronic communications. It will also manage publication projects including designing and editing written documents, getting them printed, and putting into the mail or hands of members on a deadline.

### **Qualifications and Skills**

The ideal candidate should have:

- Strong leadership and volunteer management skills and the ability to foster teamwork.
- A passion for project management and the ability to handle multiple ongoing projects and incoming requests.
- Able to adapt to new and fluid situations with grace and wit.
- Self-motivation and the ability to work independently when needed.
- An exceptional eye for detail in print and digital production.
- Strong graphic and artistic abilities.
- Excellent writing and editing abilities.
- Proficiency in Wordpress, Mailchimp, Canva, and Adobe Creative Suite.

- Experience fostering vibrant social media communities.
- An ability to manage budgets and projects in a fiscally conservative manner.
- An understanding of nonprofits and/or progressive religious communities.
- At least two years of experience in marketing, design, publishing, journalism, or written communications.

## **Position Duties and Responsibilities**

- Implement all aspects of current print and electronic communications at FUS, likely including the use of Wordpress, YouTube, and Mailchimp.
- Offer guidance to staff and volunteers around marketing and communication strategies.
- Collect, edit, format and distribute written content provided by ministers, staff and members.
- Coordinate weekly and monthly creation of newsletters and other announcements.
- Design and print program publications and promo materials.
- Manage external publicity and marketing efforts; including print and digital advertising
- Update and maintain the website.
- Collaborate with program directors and leadership team to grow membership through web and social media efforts
- Ensure documentation of events photographically, and maintain a photographic archive.
- Maintain facility way finding system (signage) and informational displays.
- Monitor and evaluate the effectiveness of current practices, and recommend marketing and communication strategies as needed.
- Develop and implement social media strategy for Facebook, Instagram, and Twitter.
- Stewardship campaign?
- Other duties as assigned -- and it can get interesting on any given week. This is a diverse and dynamic environment with heavy and ever changing member involvement.

## **Salary and Benefits**

Compensation for this position aligns with the UUA Salary Recommendation for the “Office Administrator” capsule description (more information on this framework for wage equity can be found here: [https://www.uua.org/files/pdf/g/guide\\_to\\_salary\\_recommendations.pdf](https://www.uua.org/files/pdf/g/guide_to_salary_recommendations.pdf)). The starting salary range for this position is \$43,700 - \$46,010 based on professional and life experience. Excellent health and dental insurance is included at the start of employment. After one year of employment FUS will contribute an amount equivalent to 10% of your annual salary into a retirement fund (at least \$4,370 annually). This position also includes two weeks of vacation, three personal days, liberal sick leave and other generous policies listed in our human resource manual. There is scheduling flexibility and opportunities for remote work.

## **Application**

Please submit a cover letter and resume to [monican@fusmadison.org](mailto:monican@fusmadison.org) with the subject title “Communications Coordinator application”.