



## Event Specialist 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

The primary responsibility of this position is to set up rooms for the many events that we hold across our campus, and to ensure our members and renters have a positive experience at FUS. Events include worship services, weddings, memorials, lectures, meetings, classes, social justice forums and a variety of other gatherings.

In addition to preparing for events, the position may also include event-related cleaning, as well as providing assistance to users of the building as needed. The position can include an assortment of odd tasks needed at different times, such as directing traffic in the parking lot, serving coffee, or doing grounds work.

This is a great job for someone who likes to help things run smoothly, enjoys people, and likes diversity in their workday. The job requires good verbal communication skills, reliability, planning, and the ability to lift 50 pounds.

### Salary and Benefits

This is a part time position, with hours falling primarily on weekends. Weekly hours range from 5 to 15, depending on the season. Compensation for this position aligns with the UUA Salary Recommendation for the "Custodian" 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 hourly wage for this position is \$15.24 - \$15.90 based on professional and life experience.

### Application

Please submit a cover letter and resume to [monican@fusmadison.org](mailto:monican@fusmadison.org) with the subject title "Event Specialist application".