

# Congregational Engagement Coordinator (Part-Time)

Heritage Universalist Unitarian Church is seeking a part-time Congregational Engagement Coordinator to help strengthen volunteer engagement, newcomer connection, communication systems, and shared leadership within our congregation.

**Position:** Congregational Engagement Coordinator

**Location:** Cincinnati, Ohio (Anderson Township)

**Hours:** 15 hours per week

**Compensation:** \$20–21/hour

## About the Position

Heritage Universalist Unitarian Church seeks a Congregational Engagement Coordinator who enjoys helping people connect, participate, and belong.

We are looking for someone who notices when newcomers fall through the cracks, when volunteers become overwhelmed, or when information becomes difficult to find—and who enjoys creating simple, sustainable systems that help communities thrive.

This newly created position will help Heritage strengthen volunteer engagement, newcomer connection, communication systems, and shared leadership.

## About Heritage

Heritage is a progressive Unitarian Universalist congregation in Anderson Township, an eastern suburb of Cincinnati. We welcome people of many religious backgrounds, identities, and beliefs and are committed to building a community grounded in compassion, inclusion, curiosity, justice, and mutual care.

We seek a staff member who is enthusiastic about supporting a diverse, inclusive, LGBTQ-affirming, and theologically pluralistic faith community.

## What You'll Do

Working collaboratively with staff and volunteers, you will help:

- Welcome and connect newcomers
- Coordinate volunteer engagement opportunities
- Support pathways into deeper congregational involvement
- Improve communication systems and information flow
- Coordinate weekly congregational communications
- Help coordinate updates to a simple congregation website
- Help organize information within Breeze, our church management system
- Build and support volunteer teams that share responsibility for communications and engagement

Success in this role looks like newcomers receiving timely follow-up, volunteers finding meaningful ways to contribute, and congregational information flowing clearly and consistently.

You will help coordinate the congregation's communications systems, including weekly communications, website updates, volunteer contributors, and information flow among staff and ministry teams. Success in this area

depends less on creating content yourself and more on helping information move clearly, consistently, and sustainably throughout the congregation.

## **Who Might Thrive in This Role**

You may be a strong candidate if you:

- Enjoy connecting people with opportunities and one another
- Are organized and dependable
- Work well with volunteers
- Can bring clarity to situations where systems are informal or inconsistent
- Prefer collaboration over control
- Can coordinate projects and information involving multiple people
- Are comfortable helping shape new systems and processes rather than simply following existing ones

Experience in congregations, nonprofits, education, community organizations, or volunteer programs is helpful but not required.

## **What This Position Is Not**

This position is not:

- An event planner
- Responsible for creating all communications content
- A technical webmaster
- A replacement for volunteer leadership

Success in this role comes from helping volunteers, staff, and congregants work together more effectively—not from doing everything yourself.

## **Schedule**

This position averages 15 hours per week and includes a combination of remote and on-site work. Most work may be completed remotely, with regular coordination with staff and volunteers and periodic on-site presence. Sunday morning presence is expected approximately two to three times per month, along with occasional meetings.

## **To Apply**

Please submit:

- A résumé
- A brief letter describing your interest in the position and any experience that has prepared you to help build engaged and connected communities

Applications will be reviewed as they are received, with priority given to applications received by **July 7, 2026**.

We welcome referrals and nominations of potential candidates.

Questions, referrals, nominations, and application materials may be sent to: [huucsearch@gmail.com](mailto:huucsearch@gmail.com)

*Heritage Universalist Unitarian Church is an equal opportunity employer and encourages applications from individuals of diverse backgrounds, identities, and life experiences.*