

United First Parish Church Communications Coordinator

Position Summary

United First Parish Church (UFPC) of Quincy, Massachusetts, seeks a creative and organized part-time Communications Coordinator to promote the programs and events of the congregation within the broader community. The Communications Coordinator serves an average of eight hours per week. Work can be done primarily offsite. We are an equal opportunity employer and abide by Unitarian Universalist Association (UUA) Fair Compensation Guidelines.

Congregational Context:

United First Parish Church is a welcoming and theologically diverse Unitarian Universalist spiritual community with a history that stretches back to 1636. Our small, kind, and caring congregation is committed to spiritual growth, creative expression, freedom of thought, and social justice action. Also known as “Church of the Presidents,” we are open for historic tours seven months of the year and hold several history and culture programs for the public each year. UFPC is located in the heart of Quincy Center and is accessible by public transportation via the Red Line, commuter rail, and bus. Please note, our historic building is not fully ADA compliant, though it is wheelchair accessible.

Responsibilities

Advertise and Promote the Church:

- Promote weekly worship services and ongoing programs of the congregation
- Promote special events and programs of the congregation, and the History and Visitors Program
- Write and disseminate press releases

Manage Online Presence:

- Manage the website and help the congregation fully utilize aspects of the website, including blog features.
- Manage the congregation’s YouTube page and upload weekly service recordings
- Manage the church's Facebook page

Support Special Events

- Create programs or printed materials for special events, including twice annual Presidential Wreath Laying Ceremony

Work with the Communications Committee and staff on our long-term projects, including:

- Transitioning to a new congregational email system

- Creating video and / or audio oral history projects
- Promoting our Unitarian Universalist values in the wider world in innovative ways

Skills / Qualifications

- Deadline oriented
- Good writer
- Computer literate with experience in or willingness to learn:
 - Microsoft Office, Adobe Acrobat, Google Drive, Zoom
 - Social Media including YouTube, Facebook
 - Graphic Design programs including Canva, Photoshop, etc.
 - GoDaddy
 - Breeze Church Management System
- Familiarity with Unitarian Universalism preferred

Hours / Time

- Work can primarily be done remotely
- Must be available for periodic onsite meetings with staff and committees
- Details of schedule will be discussed with Lead Minister

Relationships

- Supervised by Lead Minister
- Works collaboratively with Chair of the Communications Committee and staff

Application process

- Send a cover letter, resume, work sample, and three references to Office@UFPC.org.
- Applications will be reviewed as received. Priority application deadline is July 6th.