North Shore Unitarians
370 Mathers Avenue
West Vancouver, BC V7S 1H3

The North Shore Unitarians (NSU) wish to expand their programming and membership. An individual with exceptional people and organizational skills is required to help achieve these aims.

North Shore Unitarians (NSU) is an intentionally diverse, dogma-free spiritual community, embracing individuals from many different faith traditions and spiritual paths. Our congregation includes people of all ages, ethnicities, sexual orientations, gender identities, levels of education, and economic status. We share a common desire to live with greater depth, meaning and purpose, and to create more justice and love in our own lives and in the world.

To achieve these aims and build greater commitment to this vibrant community, there is a need for additional coordination of four aspects of NSU life:

1. Welcoming and engaging newcomers
2. Supporting community-building programs
3. Coordinating volunteers
4. Organizing special events

A Congregational Life Coordinator position to achieve these tasks has been defined.

This is a one-year+ pilot position, from the hiring date (asap) to December 31, 2027, with a 2-month summer break (July & August). The time requirement is an average of 25 hours/week, with the understanding that some weeks will require more than 25 hours, and some weeks less. The successful candidate is expected to manage their time accordingly to fulfil the required tasks. Compensation will be $33/hour. Hours of work are flexible, but will include most Sundays. The workplace will be hybrid, with some remote work possible. The continuity of the position will be assessed at the completion of the pilot term.

The successful applicant will have the following skills and experience:

- Excellent people skills.
- Strong verbal and written communication skills.
- Self-starter. Ability to work independently with minimal supervision.
- Ability to build trust and rapport with a diverse group of individuals.

- Ability to navigate different perspectives, interpersonal dynamics, and diverse communication styles with sensitivity, tact, and discretion while ensuring inclusive, respectful engagement and relationship-building.
- Demonstrated ability to coordinate volunteer relationships and activities, including recruiting volunteers, matching volunteer skills and interests with required tasks, communications, scheduling, training, and follow-through.
- Demonstrated ability to lead end-to-end planning and execution of events (10-80+ attendees) and activities, coordinating logistics, budgets, timelines, external and internal contributors efficiently.
- Strong organizational skills and ability to build, maintain and improve systems that track participation and engagement.
- Familiarity with the North Shore and public relations experience will be considered assets.
- Employment is contingent upon the successful completion of a criminal records check.

The overarching aim of the Congregational Life Coordinator will be to strengthen the North Shore Unitarian community by creating and strengthening connections among congregants, increasing volunteer capacity, and organizing events and activities that contribute to a joyful, vibrant environment.

Specific responsibilities include:

1. Welcoming and Supporting Newcomers

Individuals who are new to NSU are looking for resonance, alignment of values, and a sense of belonging. Newcomers may have engaged online with NSU (via the website and/or social media channels) prior to their first in-person visit – human connection is what they are seeking at their first and subsequent in-person visits. Newcomers must feel seen and heard, and start to develop the sense that NSU is a place they belong.

The Congregational Life Coordinator will:

- Create a team of 'welcomers' of various ages, and match newcomers with welcomers. Ensure follow-up calls and/or emails are sent out, and a "buddy system" is in place.

- Develop and implement policies, practices, and training for welcomers to ensure that newcomers are welcomed in the most comfortable, non-intrusive, and effective ways possible.
- Attend NSU services most Sunday mornings, as well as the Starting Point workshop, to better understand the NSU ethos, meet members of the organization, support welcomers, and ensure connections are happening between newcomers and welcomers.
- Familiarize newcomers with programs, events, and volunteer opportunities at NSU. Encourage participation and involvement in accordance with the newcomer's interests and availability.

2. Supporting Community-Building Programs

To create stronger bonds with newcomers and among existing NSU members, the Congregational Life Coordinator will assist in the organization of programs focused on various activities and interests. These are NSU programs which happen beyond (in scope and timing) the regular Sunday morning services.

- Support existing programs and the development of new programs to be offered outside of regular Sunday services.
- Research and identify programs and special events that have been successful in other congregations and elsewhere, for potential use by NSU.
- Ensure the congregation and newcomers are aware of existing and new programs, and know how to connect and participate.
- Work with NSU Communications team to increase awareness of NSU programs in the surrounding community.

3. Coordinating Volunteers

At NSU, volunteers play a crucial role. Volunteering is a great way to involve new people, help them to get to know others, and help them to feel a sense of contributing and belonging.

The Congregational Life Coordinator will:

- Identify NSU volunteer opportunities and needs.

- Find individuals to take on volunteer activities, ideally with everyone at NSU having some sort of role.
- Check in periodically with volunteers to see if they are happy with what they are doing, or if they would like to try a different type of volunteer role.

4. Organizing Special Events

Special events such as movie nights, games nights, concerts, and speakers bring the community together and create bonds.

In consultation and communication with the Board and congregation, the Congregational Life Coordinator will organize, promote, and present 3-5 special events in 2027, focused on community building. These events will be designed to appeal to people both within and outside the UU community. Events may be paid or free (as appropriate) and organized with the aim of minimizing volunteer workload.

The Congregational Life Coordinator will:

- Identify and book speakers, bands, presenters, etc.
- Promote the events
- Engage and coordinate volunteers as required to host the event.

We thank all candidates for their interest. Only those selected for an interview will be contacted.