Membership Coordinator (Part-Time, 15 hrs/week)
Second Parish Unitarian Universalist Church – Hingham, MA

Do you love connecting people and building community? Join Second Parish in Hingham as our Membership Coordinator and help create a welcoming, inclusive space where people feel that they truly belong.

In this role, you'll welcome and connect newcomers, follow up with visitors, and help members find meaningful ways to engage. You'll coordinate greeters, plan and support events like Open Houses and New Member classes and assist with engagement programs. You'll also create content for newsletters, support outreach and digital presence, maintain membership records, reconnect with inactive members, and collaborate with staff and volunteers to strengthen community connections and track engagement.

You will also develop content for social media, develop and manage targeted social media advertising campaigns, particularly Facebook ads, to reach community members interested in Second Parish programs and activities.

Through this work, you will help strengthen pathways from first visit to active participation, deepen member engagement, and strategically grow and sustain a thriving congregation.

We're looking for someone who is warm, organized, a strong communicator, and energized by bringing people together. Prior experience in social media or strong willingness to learn preferred. Salary based on educational background and experience.

$25–$35/hour | 15 hours/week (includes some Sundays)

Be part of a community rooted in compassion, curiosity, and connection.

Contact Ardith Wieworka awieworka@gmail.com and/or Sandi Smith secondparish@yahoo.com