

Director of Education and Engagement (DEE) Job Description
Unitarian Universalist Congregation of Venice (UUCOV)
20 hours per week

Introduction

Unitarian Universalism (UU) is a liberal, progressive religion that does not require a shared creed or a specific belief in God. Instead of dictating what to believe, members support each other on their personal spiritual journeys and are united by shared values centered around love, justice, equity, and inclusion. The Unitarian Universalist Congregation of Venice (UUCOV) was founded in 1998. As of June 2026, UUCOV has a membership of 215; and have a full-time Minister. Many of our members and their families are considered “snow birds” as they spend significant periods of time in other states during the summer months.

Role

Creates and manages a calendar of adult educational experiences for UUCOV members, friends, and visitors. Recruits or hires volunteer and paid instructors as needed. Manages offerings and costs to meet educational and budgetary needs. Responsible for identifying, developing, building and establishing community partnerships to support diverse adult learners and achieve program goals. Develops and implements surveys to evaluate success of programs, and identify new initiatives. Develops and maintains documentation on all programs, and provides reports as directed by the Minister or the Board. Uses non-electronic (mail, phone calls) and electronic media (e-mail, Facebook, UU and UUCOV websites) to advertise and promote programs and events.

Plans and executes engaging, fun, and meaningful activities to build community, to assist in recruit and retention of new members and promote social engagement for UUCOV; ensuring the events align with the congregation’s mission and vision.

Scope

The DEE is responsible for the creation and implementation of an education and engagement calendar of classes and events for the congregation and larger community within brand and financial guidelines.

This role works under the guidance of the Minister and Campus Administrator/Marketing Director to create a ministry that functions harmoniously with other ministries of the church to promote and amplify the mission and vision of UUCOV.

Minimal Performance and Operational Requirements

- Able to reliably perform 20 hours of work per week
- Excellent organizational and time-management skills
- Excellent spoken and written communication skills
- Aware, knowledgeable and supportive of Unitarian Universalism beliefs and organizational structure.

- Responsible for creating or directing the creation of:
 - 1 or more casual social events or outings per month
 - 2 or more distinct educational events per month (each may be ongoing, such as a class)
 - Large or whole-congregation social events for Christmas, Halloween, Passover, July 4th, Veterans Day, and the church's birthday.
- Able to create and disperse invitations and provide content for marketing materials within the parameters of the marketing plan as needed.
- Able to use or learn to use evite and Facebook, and familiarity with messaging, texting, and ZOOM. Ability to create and disseminate online surveys (Super Survey Maker, SurveyMonkey, etc.) and paper surveys to support programmatic decisions.
- Able to, effectively and efficiently, use a laptop, desktop, smartphone, or tablet
- Pleasant and positive attitude, and good communication skills and emotional intelligence for interacting with staff, church members, visitors, vendors, and renters.

General Compensation, Duration, and Terms

This role is a 20-hour-per-week employee.

- Must attend personal, volunteer or staff meetings if requested to do so by Board or Minister, either in person or digitally.
- Hours are flexible but may not exceed 8 hours in one day without permission from the Minister. The DEE will be expected to be at the UUCOV Campus on staff meeting days, at the beginning of new programs/classes, on special events, during specific Sunday services as indicated by the Minister, etc. Otherwise, the DEE may work remotely or at UUCOV as coordinated with the Minister.
- Pay Rate: \$30-\$32 per hour
- **Vacation**
UUCOV grants paid vacation on a pro rata basis based on your length of service unless otherwise negotiated in your individual contract. Vacation time must be requested in advance and can only be taken with the approval of your Supervisor. The expectation is that you will take advantage of the vacation time afforded you as a balance between work and leisure is considered to be important. Vacation eligibility is as follows:

Length of Service	Amount of Vacation
○ 6 months to 1 year	1 pro-rated week (equivalent to the employee normal work week)
○ 2 years to 4 years	2 pro-rated weeks
○ 4 years to 5 years	3 pro-rated weeks
○ 5+ years	4 pro-rated weeks
- You may carry over from one year to the next no more than 25 percent of your annual accrual amount. Any carried over vacation time expires after one year. Upon termination, you will be paid for any accrued but unused, vacation time up to but not exceeding six weeks.

- **Holidays**

The following holidays are observed each year for employees working 20 hours per week or more:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day

One additional holiday not listed above may be authorized at the discretion of the Minister or Chief of Staff. If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. In addition, UUCOV provides employees working 20 hours per week or more the days between December 24 and December 31 as paid time off.

- **Retirement**

UUCOV contributes up to a 10% match of your wages to the UUA retirement fund, provided you work more than 1,000 hours annually. You can elect to participate in this program at any time following one full year of employment.

- **Sick Leave**

All employees scheduled to work for 20 hours or more per week are eligible for sick leave, paid on a pro rata basis. During the first year of employment you begin earning sick leave from the date of your employment at the rate of one day per month and you can accrue up to a maximum of 5 days in a calendar year. In subsequent years beginning in January you are allocated five paid sick leave days that can be used anytime during the year. Paid days of sick leave used during a calendar year never exceed 5 days.

Sick leave may be used in the event you are unable to work due to your own or an immediate family member's (defined as your child, spouse/partner or parent/parent-in-law) illness, injury or other medical condition. While you are encouraged to schedule appointments outside of work time as much as possible, sick leave may be used for routine dental or medical appointments for yourself or for an immediate family member

At times, your Supervisor may request you to supply medical documentation. You must notify your Supervisor before your scheduled starting time if you are unable to come to work due to illness. Any remaining sick leave earned before termination is not payable at termination.

- **Other Leaves of Absence**

From time to time, you may need to have time away from work in order to address certain urgent issues. The policies in this section describe various types of paid and unpaid leaves of absence provided by UUCOV. When possible, leaves must be requested in advance in writing and require the approval of the Minister or Chief of Staff. The exact nature of the leave and its anticipated length must be included in the written request. You are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, you must immediately notify the Minister.

- **Family and Medical Leave**

Consistent with UU values, UUCOV voluntarily provides certain aspects of the Family Medical Leave Act (“FMLA”), which allows you after 12 months of employment to take up to 12 weeks of unpaid leave due to your own serious health condition, for the birth, adoption or placement for foster care of a child or to care for a family member (child, spouse/ partner, or parent) with a serious health condition. Up to the conclusion of this leave period, you generally have the right to return to the same position. This leave may be taken all at once or intermittently, depending on the circumstances. Medical certification is required.

Thirty days’ notice must be given prior to taking family leave, or in case of unforeseen circumstances, as much notice as possible must be given to the Minister or Chief of Staff. All benefits continue as usual during paid periods of family leave covered under sick leave or parental leave discussed elsewhere in this Manual. During unpaid periods of leave, no time off with pay benefits will accrue and no contributions will be made to any retirement or insurance plans. You are responsible for paying the entire monthly premiums.

- **Personal Leave**

Employees who have been employed for at least one year may be given unpaid personal leave of three days per year, which must be approved in advance by the Minister or Chief of Staff.

- **Military Leave**

If you are a members of the uniformed services of the United States (including the National Guard or other reserve unit) you will be granted paid and unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

You may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available

vacation will be without pay. In accordance with applicable law, you will be reinstated to the same job upon returning from an authorized military leave of absence.

- **Funeral or Bereavement Leave**

If you are scheduled to work 20 hours per week or more you are eligible for a leave of absence of up to three days with pay for the death of an immediate family member (spouse/partner, child, parent). The number of paid days off for other family members, or additional paid days off for immediate family members, will be determined by the Minister or Chief of Staff based on the circumstances.

- **Jury Duty Leave**

UUCOV recognizes jury duty as a civic and community obligation and duty of a citizen. While you are serving on a jury, you will receive your regular paycheck with no loss of regular pay for up to 30 days as long as you provide the Minister or Chief of Staff with copies of court documents affirming the fact concerning you are servicing on a jury. You should appear for work upon being excused from jury duty if returning to work results in doing so within your regularly scheduled working hours.

- **Parental Leave**

After successful completion of 90 days of employment, employees scheduled to work 20 hours or more per week will be provided 8 weeks of unpaid leave for the birth or adoption of a child under the age of 18 years or 23 if mentally or physically disabled. You must give a two-week notice of anticipated date of departure and notice of intent to return to work. The DEE is expected to provide ample notification directly to the Minister if they will not be present during any scheduled work period.

Duties and Responsibilities:

1. Use strategic planning to identify learning experiences for the congregation that meet community interests and needs.
2. Use understanding of adult development, learning principles and best practices to ensure that classes and social events are appropriate for attendees.
3. Create or find, coordinate, implement, and publicize a fall and a spring series of classes, workshops, and seminar events. Fall events are scheduled from August through January. Spring events are from February through July.
4. Every month should have 2 or more distinct educational classes, workshops, seminars, or events scheduled.
5. Create and maintain a monthly schedule of activities and ensure the availability of necessary supplies for each educational or social event. [11]
[SEP]

6. Experience in effectively managing a budget. Create and maintain a monthly summary report on program attendance, costs, and important issues. Provide this report to the Minister or the Board as requested.
7. Recruit/hire class teachers as needed within budgetary constraints.
8. Establish partnerships with external community members, volunteers, and teams to bring a diverse range of enriching experiences.^[L]_{SEP}
9. Meet with the Minister, staff, and volunteers as requested within time constraints.
10. Create at least one general social event for UUCOV members, friends, and/or visitors each month, including coordinating setup and cleanup.
11. Create a large, whole church social event for Christmas, Halloween, Passover, the church's birthday, Memorial Day and July 4th, including coordinating setup and cleanup.
12. Provide the Marketing Director/Campus Administrator with appropriate materials to publicize each educational or social event promptly.
13. Track the participants who begin and finish each educational event.
14. Track the number of people who attend each social event.
15. Develop a metric for assessing participant enjoyment of each educational event, and provide space for program improvement ideas.
16. Compile and analyze participants' data and provide the Minister and Board with monthly reports on the number of people who participated in each month's educational and social offerings, and their suggestions for improvement of the program.
17. Work as needed with the Membership Committee to create events which promote recruitment and retention of new members.
18. Coordinates closely with the Minister on all postings on electronic media, public or private.
19. Safeguard all financial and personal data, protects sensitive information, and use electronic resources appropriately. Any requests for information from outside sources should be forwarded to the Minister, the Office Administrator, or a Board Member.

Core Competencies:

Digital Competency. Must be able to select and use appropriate task-related apps and programs and maintain security for all digital tasks. Able to learn or use evite, Facebook, messaging, texting, Zoom and online surveys: SurveyMonkey and Super Survey Maker. Understands uses, limitations and dangers of social media platforms, and uses them appropriately.

Organizing. Can gather and organize resources (people, funding, materials, support) to get things done, orchestrate multiple activities at once to accomplish a goal, and use resources effectively and efficiently. Develop reporting/documentation templates to use regularly to keep track of attendance, use of funds/resources, lessons learned, etc.

Self-Sufficiency. Requires minimal to no daily oversight. Able to complete assigned tasks by effectively managing their time. Seeks guidance and input as needed. Ability to plan and execute/oversee programs for older adults. The DEE is expected to be a quick learner and good listener. Ability identify topics and create programs attractive to current members and the wider Venice community.

Interpersonal relationships. Relates well to all kinds of people, inside and outside of the congregation. Experience building and working with volunteer teams. Ability to lead volunteers and collaborate with team leaders and Venice community members. Pleasant and positive attitude, and ability to communicate effectively with a primarily retired, adult population. Must have effective oral and written communication skills, and have excellent interpersonal and relationship-building skills. Establish collaborative relationships and guidance with the Minister and Campus Administrator/Marketing Director.

Planning. Develops schedules, anticipates and adjusts for problems and roadblocks, alerts appropriate people to potential problems in a timely fashion, measures performance against goals, and evaluates results. Does not schedule classes or events on top of one another or in conflict with whole-church events. Coordinates closely with the Campus Administrator on the use of rooms. Good organizational and planning skills with experience in both educational programs and social activities. Flexible with scheduling and time management to meet the needs of the community, which may require some weekend and evening hours. Must have a valid driver's license and reliable transportation.

Managing conflict. Deals with problems quickly and directly, steps up to conflicts, seeing them as opportunities, reads situations quickly, focuses when listening, settles disputes collaboratively and equitably, finds common ground, and works toward cooperation. Documents all situations properly, and communicates with the Minister promptly.

Trust and integrity. Is widely trusted, seen as direct and truthful, keeps confidences, safeguards private or sensitive information, admits mistakes, adheres to an appropriate and effective set of core values during good and bad times, acts promptly when a potential problem or conflict is identified, and acts in line with those values. Must have working knowledge of Unitarian Universalism, and liberal religious values.

Education and Experience

- High school diploma/GED required. Be able to discuss level of education completed but prefer college degree.
- A minimum of one year of management experience is strongly preferred.
- Preference will be given to candidates with a bachelor's degree or higher in education or hospitality.

Oversight

The DEE is supervised by the Minister. The Minister will complete all performance evaluations yearly and as needed.

Termination

The Minister at UUCOV retains responsibility for all staff hiring and termination.

- The DEE may choose to voluntarily end their position at UUCOV at any time by providing the Minister or Board President with a written notice of intent. Because of the specific and individual nature of this work, the DEE In the event that UUCOV decides to discontinue the current position of the DEE or to terminate the DEE from this role, the DEE will be provided with 30 days' notice of the end of the relationship if possible. This notice is not guaranteed.
- Continued failure to routinely perform expected job duties after being notified in writing of such failure by the Board or Minister may be cause for involuntary immediate termination.

This signed job description guarantees only the terms of the position and does not guarantee continued employment by UUCOV for any time period.

DEE Signature

Date

Minister Signature

Date