

First Unitarian Church
605 Morewood Avenue
Pittsburgh, PA 15213
412.621-8008
www.first-unitarian-pgh.org

JOB DESCRIPTION

Position title: Campus Ministry Coordinator

Name of employee:

Start date:

Hours per week: 8-12, \$20/hr, during the academic year. (Roughly Mid-August through Mid-May)

Specified work hours: As required for specified responsibilities

Keys: Exterior doors, main office, classrooms

Supervisor: Erica Shadowsong, Lifespan Religious Education Director

Date of this job description: March, 2025

Summary

The Campus Ministry Coordinator provides connection to Unitarian Universalism to local college and university students with a primary focus on Carnegie Mellon University.

Responsibilities

Student Outreach: (~20 hrs/month)

- Coordinates with the local university and interfaith groups to support young adults who are seeking spiritual home or community.
 - Membership and monthly meetings with QIAC (queer interfaith alliance on campus) and CoRA (council of religious advisors at CMU)
 - Collaboration with Chatham, Pitt, and other local groups as capacity permits.
- Sets up a campus ministry information table in August during orientation.
- Participates in planning of campus events aligned with UU values and the mission of the church (Ex. Trans Day of Remembrance).

Administration (~10-15 hours/month)

- Attends supervision meetings with LRED
- Attend monthly full staff meetings
- Maintains contact information of students in church's database.

Required Skills and Boundaries

- Has a strong understanding of and can demonstrate professional boundaries and ethics.
- May not create any Church accounts in social media in their capacity as YA Coordinator.
- In all communications, either in social media or in person, the YA Coordinator serves in their capacity as an employee of this Church.
- Able to offer pastoral care to young adults during emergencies and will refer immediately to either Supervisor or Minister.

- Attentive to self-care and aware of their personal needs, capacities, talents, and limitations.
- Familiar with and embodies the values of Unitarian Universalism.
- Reads Personnel Handbook and follows accordingly.