



FISHERS ISLAND UNION CHAPEL

Program Manager

POSITION TYPE	Part-Time
REPORTS TO	The Rev. Dr. Rosanna Anderson, Pastor
LOCATION	Union Chapel (UCC), 821 Crescent Avenue, Box 192, Fishers Island, NY 06390
COMPENSATION	Hourly Rate

POSITION SUMMARY

Fishers Island Union Chapel (UCC) is a friendly group that conducts weekly worship services and year-round ministries as a source of spiritual strength for the entire Fishers Island community. The congregation has a Pastor, a small staff team, and lay leaders who extend the reach of our ministries.

As a place of warm, spiritual welcome that embodies Christian concern for others, Union Chapel also serves as a “year-round hub,” providing a gathering place for activities and building connections with our neighbors.

The Program Manager will build relationships with residents and collaborate with partners to assess priorities and, in consultation with the Pastor and Church Council, will plan and implement a variety of programs that align with the church’s values and engage the wider community in congregational life and help participants feel known and valued in a covenant of safe, mutual care.

RESPONSIBILITIES AND DUTIES

Weekly

- Maintain schedule of program events.
- Coordinate facility schedule and usage with Facilities Manager.
- Plan, publicize, and host the winter café once or twice per week.
- Develop training and recruit volunteers who can host the café and other events.

Monthly

- Plan and coordinate new community events, including in collaboration with other island organizations.
- Develop service projects each year as conceived in partnership with the Mission Committee.
- Coordinate with the Communication Committee to ensure calendar event information is correct and events are promoted according to our brand guidelines via social media and other avenues.
- Extend personal invitations to island residents to participate in Union Chapel programs.
- Prepare reports for Church Council meetings, including participation data and any budget updates.
- Complete other program tasks and assist at special events as needed

SCHEDULE

The Program Manager should be self-directed in developing, planning, and managing approved Union Chapel programming. The work can be done remotely and on-site as appropriate, has no fixed hours, and will likely require ten to fifteen hours per week.

QUALIFICATIONS

- Nonprofit programming: Successful track record of managing nonprofit programming in several settings, including with families and youth. Can apply design thinking and a growth mindset to develop and communicate a clear vision for programs that complement the church's ministries.
- Partnership: Experience engaging with a variety of stakeholders, including community partners, to understand and prioritize program needs, opportunities, and constraints.
- Volunteer Management: Experience recruiting, developing, and managing volunteers.
- Professionalism and Organization: Strong organizational and administrative skills, including budget and safety management. Demonstrates reliability, integrity, and respect.
- Communications: Experience with social media and other avenues for spreading news here.
- Inviting: A welcoming, hospitable presence that nurtures a sense of community in ways that build and maintain a sense of belonging. Demonstrates warmth and maintains healthy boundaries in congregational relationships.
- Congregationalism: Supports Union Chapel's identity as a "big tent" church with a confident Christian identity; commitment to upholding Union Chapel's Safe Church Policy; and comfort in affirming our motto, "You are welcome here, wherever you are on your journey of faith."