

Please send all inquiries to: [info@funerals.coop](mailto:info@funerals.coop) or at [https://funerals.coop/who\\_we\\_are/jobs](https://funerals.coop/who_we_are/jobs)

## **Job Posting: Funeral Director**

Full Time, Non-Exempt

Hours: 32 hours a week

\$24-27 per hour - depending on experience

### **Job Purpose**

To meet with families of deceased individuals, guide them through burial or cremation processes, coordinate the process and oversee its completion. Provide compassionate, informed support to families throughout the process and make sure all necessary arrangements are made.

### **Duties and Responsibilities**

- Respond to initial phone calls about death, and arrange removal with the removal team
- Lead arrangements meetings with families
- Advocate for the grieving families: explain the various options to them and assist with making choices in a supportive, non-commercial way consistent with The Co-op's vision and values
- Offer emotional support to grieving families as needed
- Adhere to State compliance requirements and make sure that all proper certificates and permits are filed and obtained appropriately and on time
- Plan and coordinate funeral and memorial services: connect with venues, service providers and speakers, attend services
- Coordinate cremation processes, transfer cremated remains to urn, and deliver urn to family
- Process payment for goods and services as needed
- Maintain inventory of equipment and merchandise in the office
- Work as part of a team, and offer ongoing emotional and practical support to other team members
- Participate in general office assignments, including but not limited to: meetings, answering incoming phone calls, and housekeeping.
- Other duties as assigned
- Working Conditions and physical requirements
- The work is normally performed in an office environment, within regular office hours. An occasional, 24-hours on-call shift is required. The physical requirements include occasional lifting of boxes or equipment.

### **Schedule**

- 8 hour shift
- 4 days per week (flexible)
- On Call – One week per month after training

- Weekend Availability As Needed
- One location
- Possibility to work remotely 1 day per week after 30 day training period

## **Qualifications**

- Washington State licensed funeral director - Preferred
- Internship possibility based on previous previous experience
- BA/ MA in a relevant field of study - desirable
- Washington State insurance producer license - a plus
- Well-grounded spiritual background – a plus
- Cross-cultural knowledge of traditions around death and dying, and ability to act upon that knowledge in a respectful and compassionate way
- Empathy and interpersonal sensitivity, great listening skills
- Emotional generosity – ability and willingness to offer comfort and support to people in distress, whether clients or team members
- Resilience: ability to manage own emotions, demonstrate self-control under pressure or adversity, and practice self-care
- Project management skills: attention to detail, ability to track tasks to completion, ability to foresee, prevent or solve problems
- Flexibility – ability to multi-task, adapt to new situations and to change focus unexpectedly, sometimes several times during a day
- Basic computer skills, ability to operate MS Office products and databases

## **Covid-19 Considerations:**

Proof of vaccination required for employment. Most arrangement meetings are conducted remotely. Visitors are required to schedule appointments and wear a mask. Common surfaces are sanitized regularly. PPE supplied.

## **Benefits**

- 401(k)
- 401(k) matching
- Health Insurance
- Dental
- Vision
- People's Memorial Membership