



Lewiston First UMC Job Description Communications Coordinator

1. The work schedule shall be 20 hours per week; with the daily (M-F) schedule to be from 8 am-12 pm.
2. The beginning salary will be set at \$10.00/hour, payable on the first of every month. Social Security, Medicare, and appropriate taxes will be withheld as required. There will be an initial performance review after 6 months of employment and a yearly review thereafter.
3. Paid holidays can be selected personally not to exceed (5) five/year; if none are selected the paid holidays will be New Year's Day, the 4th of July, Thanksgiving Day & the following Friday, and Christmas Day-these are paid holidays only if they fall on a regularly scheduled work day.
4. A total of (5) five personal or sick days may be used in each calendar year, not to be accumulated from year to year.
5. After one year of employment, 20 hours of paid vacation time will have been earned which may be used in the second year of employment. After (2) two years of employment through (4) four years of employment vacation will be earned at the rate of 40 hours/year, not to accumulate from year to year. After (5) five or more years of employment, (60) sixty hours of vacation time will be earned per year, not to accumulate from year to year. Vacation time will be planned well in advance through collaboration with the Pastor and SPR Committee to ensure a reliable, skilled and competent substitute during the coordinator's absence.
6. Workday office administration duties will include but are not limited to:
 - Scheduling building use
 - Maintaining an all-church calendar
 - Scheduling weddings, memorial services, rehearsals for these services in consultation with the Pastor
 - Collecting and distributing mail
 - Telephone communications, including messages
 - Electronic maintenance of web site, social media outlets, online church calendar, and email data base
 - Facilitate and coordinate communication among volunteer teams and individuals
 - Extensive computer tasks including but not limited to:
 - Production of church newsletter
 - PowerPoint presentations as needed
 - Sunday worship bulletins
 - Fliers, posters, other printed forms of communication as needed
 - Knowledge of Adobe Indesign & Illustrator helpful



- Other duties or assignments requested by Pastor or members of the congregation as approved by Pastor
7. Work shall be overseen by the Pastor with occasional direction from other members of the congregation. The Pastor and Staff Parish Relations Committee will consult with the Communications Coordinator on an as needed basis, with a yearly review, at a minimum.
 8. All church staff must pass a background check to be done through the church office. As Idaho is an “at will” employee state, this means that either party can terminate employment at any time for any reason. The church requests that there be at least a (2) two week notice given when an employee is leaving the position.
 9. Some knowledge of church operations is helpful
 10. Enter tithes, offerings, and individual donations on Monday morning, take deposit to the bank, attend Finance Comm. meetings and record the minutes.