



2110 Sheridan Blvd., Lincoln, NE
www.westminsterlincoln.org



Communications and Administration Coordinator

Our Mission

Westminster Presbyterian Church is an inclusive faith family, inspired by Jesus Christ, to call, nurture, and empower disciples.

Accountability

Accountable to the Senior Pastor / Head of Staff through the Office Manager.

Specific Duties

1. Design and maintain the Westminster website and other social media accounts (currently Facebook Page + Group and Instagram).
2. Design and share weekly email newsletter.
3. Help to advertise the activities of the church through a variety of publicity methods (i.e., monthly congregational newsletter, on-campus TV monitors and digital sign, brochures, banners, etc.).
 - a. Beginning in February 2025, work with new Communications Committee on communications schedule for church publications and advertising.
4. Design and format church publications, including, but not limited to: preaching/worship themes; church programs and events; logos; banners; postcards; slides for live streaming use; Children & Youth activities (including Vacation Bible School and Summer Camps); door hangers for evangelism emphasis; adult and intergenerational education (year-round); stewardship and finances; Westminster Foundation; Preschool events (as appropriate); wedding, funeral and Columbarium brochures.
5. Update information and displays to communicate the programs of the church. Program accounts available include Canva Pro, Constant Contact, etc.)
6. Staff the church front reception desk at least 12 hours per week, including four hours on Fridays (see terms of employment for more detail).
7. Administrative duties during in-person hours, including but not limited to: Greet members, visitors, and vendors/contractors, assisting with needs. Assist with particular needs of visitors to events (funeral or community events such as Festival of Trees), answer phones and help with questions, review worship attendance records and add any self-identified visitors to staff visitor list, record attendance from worship in Realm system, coordinate communication with vendors for services including maintenance calls, assure flowers delivered on Friday for Sunday services are taken to the kitchen and refrigerated).
8. Be a member of the church staff team, exhibiting conduct that is positive and professional.
9. Handle all matters regarding Westminster staff and members with confidentiality.

10. Perform other communication duties as may be assigned by the Pastor/Head of Staff or Office Manager.

Terms of Employment

1. Non-exempt, part-time position averaging 22 hours/week.
 - a. 12 hours/week minimum are to take place on-site at the church office, staffing the Reception Desk while accomplishing other duties. Remaining hours may be remote or in-person and communicated to the Office Manager. Four in-person hours should normally take place on Fridays between 8:30a.m. and 12:30p.m.
2. Annual Salary: \$27,500.00
3. Paid time off (From Westminster Personnel Handbook)
 - a. Employees working 20-34 hours per week will receive paid personal leave on a pro-rated basis. Paid personal leave will accrue on a monthly basis but may not be used in the first 90 days of employment.
 - b. All leave days must have prior approval from the supervisor. Employees are encouraged to plan and request vacation leave in advance.
 - c. For more information, you may request a copy of the Westminster Personnel Handbook.
4. Successfully pass a criminal and background review that indicates an absence of any behavior that would negatively impact performance in this position.
5. High level of proficiency in:
Graphic design; Web design products, including Adobe and related design tools; Word; proofreading.
6. Work in close cooperation with the Head of Staff, Associate Pastors, Director of Music and the Office Manager. Work with secretarial staff. Maintaining a cooperative relationship with all staff and the congregation are important, while maintaining clarity regarding accountability.
7. Performance review will be conducted at least annually by the Head of Staff and Office Manager. The Committee on Personnel and the Head of Staff will review the level of compensation on an annual basis.