Westminster Presbyterian Church
2110 Sheridan Blvd., Lincoln, NE 68502
www.westminsterlincoln.org

Communications and Marketing Coordinator

Our Mission

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

Accountability

Supervised by the Executive Administrator and accountable to the Head of Staff / Senior Pastor, Personnel Committee, and Church Session.

Specific Duties

1. Design and maintain the Westminster website (including church calendar) and other social media accounts (currently focused on a Facebook Page + Group and Instagram).
2. Format, proof, and print the weekly church bulletin. Post an online version of the bulletin to the website.
3. Design and send weekly email newsletter.
4. Help to advertise the activities of the church through a variety of publicity methods (i.e., monthly congregational newsletter, on-campus TV monitors, digital sign, brochures, banners, etc).
5. Work with the Communications Committee and church staff on a communication plan and strategy for marketing the church in the community.
6. Design other church publications, including, but not limited to:
   preaching/worship theme ads; church programs and events; logos; banners; postcards; slides for live streaming use; Children & Youth activities (including Vacation Bible School); door hangers for evangelism emphasis; adult and intergenerational education (year-round); stewardship and finances; Westminster Foundation brochures and ads; Preschool events (as appropriate); wedding, funeral and Columbarium brochures.
7. Update information and displays to communicate the programs of the church. Program accounts available include Canva Pro, Constant Contact, etc.)
8. Work from the church reception desk at least 10 hours per-week (see Terms of Employment for more detail and negotiability).
9. While at Reception Desk: administrative duties including but not limited to:
   Greet members, visitors, and vendors/contractors, assisting with needs. Answer phones and direct requests, coordinate with Executive Administrator on schedules of vendors for services including maintenance calls.
10. Be a collaborative member of the church staff team, exhibiting conduct that is positive and professional.
11. Handle all matters regarding Westminster staff and members with confidentiality.
12. Perform other communication duties as may be assigned by supervisors.



Terms of Employment

1. Non-exempt, part-time position averaging 20 hours/week.
    a. Minimum 10 hours/week required on-site at the church office, either working at Front Desk or meeting for Communications Planning. Remaining hours may be remote or in-person and communicated to the Executive Administrator.
        i. 10:00 AM - 2:00 PM on Mondays and Tuesdays preferred for Reception Desk / Admin Support. Negotiable based on applicant's schedule and church needs.
        ii. Additional hours at the Reception Desk may be requested by Executive Administrator such as for funerals or special events.
2. Annual Salary: $26,000.00 (equivalent to $25.00 / hr)
3. Paid time off: 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.
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 Executive Administrator. 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 Executive Administrator and a Member of the Personnel Committee or Head of Staff. The Personnel Committee will review the level of compensation on an annual basis.