

Administrative/Communications Coordinator Position – Now Hiring

TASKS

Starting as soon as possible, this individual will be responsible for the following duties:

- Weekly newsletter production via Constant Contact.
- Website updates via WordPress.
- Organization of church documents via Google Docs.
- Coordinating communications with the Worship Team, Minister, Musicians, and Board.
- Serve as liaison between Prairie UU and Other UU-oriented organizations as needed.
- Communicating church events and activities to outside congregations, media outlets and nonprofit allies.
- Managing access to the Breeze member database.
- Training others in the use of software.
- Send service reminders and special event communications through various software: Breeze, Instagram, Facebook, text messaging, EventBrite, and other communication platforms.
- Attending weekly online Staff meetings and other committee meetings as requested.
- Event planning/logistics.
- Creation of the weekly bulletin distributed at Sunday services.
- Creation of the weekly slideshow to be projected at Sunday services.
- The Employee may also provide support for special projects, including the Pledge Drive, Annual Auction and other projects as assigned.

COMPENSATION

The Employee shall be compensated in the range of \$18-\$22 per hour depending on experience for approximately 15 hours per the Church's regular payroll schedule and applicable law. Some hours worked will be set weekly office hours according to the Minister's and Board's guidance, and some hours will be flex hours.

The employee will earn one (1) hour of PTO for every thirty (30) hours worked. Any unused accrued PTO balance will be paid out at the end of the fiscal year which ends in June.

WORKPLACE

- The Employee is responsible for maintaining a suitable home workspace.
- The Employee shall maintain reliable internet access and communication.
- Church records and confidential information must be protected at all times and not disclosed without authorization except as required by law.
- Church property and digital systems shall be used only for authorized Church business.
- This work may be performed remotely but individuals living within 15 miles of the Parker, CO area will have priority.

SKILLS

Applicants should be:

- An excellent written and verbal communicator.
- Organized.
- Highly motivated.

- An eager learner.
- Proficient in the Google Workspace, Zoom, Constant Contact, Breeze, Canva, and with various social media platforms, or willing to learn.

CONTACT

Interested folks should email their resume and a cover letter to Reverend Chip Roush at Voice@PrairieUU.org. Please put ADMIN APPLICANT in the email's subject line.