

February 2, 2019

## UUCM Family Ministry Marketing & Communications Coordinator

Spring 2019

**Time:** 4 hours per week, including attendance at monthly Family Ministry Team meetings on 3rd Sunday afternoons (in person or electronically). Through June 30, 2019 with continuation through June 30, 2020 pending final vote on budget by congregation.

### **Accountability:**

The Family Ministry Marketing & Communications Coordinator reports to and is supervised by the Family Ministry Team Co-Chairs under the ultimate supervision of the Minister.

### **Responsibilities include:**

Carrying out of the marketing and communications plan for Family Ministry

- In partnership with the Family Ministry Team, promoting and publicizing the Family Ministry program and activities through the Mt. Chalice, the e-Chalice, the religious education prospectus, e-mail, website, social media, and other means of communication;
- Receiving and communicating out about our families' events in the greater community;
- Designing (and, if local, updating) the Family Ministry bulletin board;
- Attending Family Ministry Team meetings in person or via phone, Skype, or other electronic media as needed.

**Desired Qualifications:** Well-versed in Unitarian-Universalist identity, values, and culture; well-organized self-starter; excellent verbal and written communication skills; fluent in social media and electronic communication.

**Compensation:** \$15 per hour (non-exempt)

**To Apply:** Send cover letter, including why you are right for this job and why it is right for you, and resume to [education@uugrassvalley.org](mailto:education@uugrassvalley.org). Open until filled.