

Communications Coordinator Job Description
Pacific Northwest Conference
United Methodist Women

NEWSLETTER PRODUCTION

1. Requires a computer literate person who knows or is willing to learn Microsoft Publisher, a Microsoft newsletter template, or other appropriate software.
2. Publish *Sharing Line* four times per year, the 1st of February, May, August and November.
3. Set deadlines for receipt of articles following executive meetings (January, April, July and October)
 - a. Send email reminders to executive team approximately 1 week prior to deadline.
 - b. Send reminders after deadline if articles not received by specific officers.
4. Create articles from info sent in emails from National United Methodist Women.
5. Use previous year's newsletters to see what may need to be included.
6. Email PDF draft copy to conference president before publishing.

NEWSLETTER DISTRIBUTION

Distribution is by email and is sent to the following:

1. All churches in Pacific Northwest Conference, addressed to "Pastor"
2. District Superintendents (5) and Bishop
3. Conference officers (District presidents will forward newsletter to unit presidents)
4. District Communications Coordinators (5)
5. Communications Coordinators of the 7 Western Jurisdiction Conferences

TERM OF OFFICE

The term of office is 2 years. A second 2 year term may be offered. No one may serve more than 2 terms in office except the treasurer.

RESOURCES

Travel and other expenses related to the office, etc. are reimbursed according to the Standing Rules. Overnight stays may be required.

MEETINGS—ATTENDANCE REQUIRED

1. Executive Team meetings (January, March or April, July and October) Send report to Team members 1 week prior to meeting.
2. Program and Finance Committee meetings (held in conjunction with Executive Team meetings)
3. Annual Meeting/District Leadership Training (follows October Executive Team meeting)

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OTHER MEETINGS/EVENTS—ATTEND IF POSSIBLE

- District Executive Meetings
- District Annual Meetings
- District Spiritual Retreat (alternate years)
- Local Unit Meetings

OTHER MEETINGS AND EVENTS—NOT REQUIRED

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| • Leadership Training (first time officer-one time only) | 3 days + travel in November |
| • Spiritual Retreat | 2 days in April every other year |
| • Mission u | 3 days in July |
| • Assembly | 4 days + travel every 4 years |
| • Jurisdiction | 4 days + travel every 4 years |