

Unity Worldwide Ministries - Northwest Region
Contract Terms for Webmaster

Term: The term of this contract begins _____ and continues until _____ at which time the contract will be continued by mutual agreement until changed or discontinued by either party with 60 days written notice.

Scope of Responsibilities:

- Maintenance and updates of the Unity NW website including:
 - site design changes as needed/requested
 - timely posting of changes received via Executive Assistant or Board Liaison
 - keeping site up-to-date including on security concerns
 - interfacing with web host
 - maintaining branding standards
 - other website tasks
- Maintenance of the Unity NW Region Facebook page with minimum weekly inspirational posting.
- Respond to update requests either as complete or with a timeline for completion within 5 days unless otherwise arranged.

Payment:

\$200/month. A check will be mailed by the 5th day of the following month.

Signed:

Rachel Simpson, Unity Northwest Region Chair