

SALARY & BENEFITS SUMMARY

EDCO Membership Development & Events Manager

Position Title: Membership Development & Events Manager
Employment Terms: Salaried, Full-time, At-Will Employee
Supervisor: Roger J. Lee, Executive Director
Annual Salary: \$32,000-\$36,000 DOE. Exempt, full-time position
Incentive Pay: Bonuses may be provided if key objectives of the program are met and/or exceeded
Evaluation: Review in 30 days and 90 days from hire, trial service period of 90 days from date of hire. Annual performance evaluations thereafter.
SEP-IRA Plan: 5% employer retirement contribution of monthly gross salary, after one year of service.
Vacation: Two weeks paid, monthly accrual from date of hire, access after trial service period.
Personal Days: Two days paid, from date of hire
Sick Days: Ten (10) days paid, monthly accrual from date of hire
Holidays: 9 paid holidays, one floating (from date of hire) Holidays include: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the Friday following), and either Christmas or Hanukkah
Jury Duty: Up to 10 days paid, less any jury duty compensation
Health Insurance: Full medical, dental, and vision health is covered by the employer after trial service period (90 days). If the employee already has health insurance through another provider or through other spousal coverage, the cash value of average monthly cost of health care per EDCO employee will be passed on to the covered employee as normal taxable compensation following the trial service period.