

**Presbytery of Genesee Valley
Communications Coordinator
Position Description**

TITLE:

Communications Coordinator

PURPOSE:

The purpose of this position is to assist in implementing the Presbytery's vision and programs by developing and maintaining media and communications to grow and enhance relationships within the Presbytery.

RELATIONSHIPS:

The Communication Coordinator will relate to:

- The Presbytery Leader as project/vision collaborator, colleague, support and supervisor.
- The Stated Clerk as project collaborator, colleague, support, and supervisor in the absence of the Presbytery Leader.
- Other elected staff, officers, committee chairs and volunteers as resource.
- Pastors and teaching elders as a resource and aide in communications/media matters.
- The Personnel Committee with whom s/he works on issues of accountability and job performance.

RESPONSIBILITIES:

ADMINISTRATIVE:

In close conjunction with the Presbytery Leader and Stated Clerk

- Maintain the basic administrative duties of the Presbytery. Including: monitor primary email account, database, directories and list-serves.
- Function as Webmaster by:
 - updating web pages with appropriate resources, dates, photos, and attachments, creating/deleting web pages as needed.
 - responding to requests for new user logins or lost login information.
 - keeping Presbytery directory up-to-date.
 - providing technical support to Committee chairs.
- Prepare and distribute stated meeting packets via the website.
- Maintain Presbytery primary email account.
- Distribute physical mail sent to the Presbytery office.
- Prepare and send Presbytery e-newsletter.
- Presbytery meetings: Coordinate site visit with host church, create online registration form, prepare Mailed & Taken Dockets, create slide show & run slide show at meetings (including: communication with report givers for materials, bring all equipment needed to run the slide show).

RELATIONAL:

Strengthen ties between the Presbytery, its pastors and churches through appropriate forms of communication, including the use of social media.

- Evaluate the Presbytery's current modes of communication for efficacy and connectional impact.
- Investigate the possibility of using new modes of communication for the Presbytery, including social media outlets.
- Be available to pastors, members, and Presbytery Committee/Commission chairs as needed.
- Be available to attend Presbytery meetings (ordinarily 4/year, either on Tuesdays (2:30-6), or Saturdays (8-noon) within the Presbytery, and other events as requested by the Presbytery Leader and/or Stated Clerk.

CONNECTING:

Ensure that communication channels are open and functioning within the Presbytery in order to share resources and information effectively.

- Work collaboratively with the Presbytery Leader and Stated Clerk as a contact point for queries within the Presbytery.
- Forward queries/information/ideas, particularly from the Presbytery email account, to appropriate people/committees/commissions.
- Help to communicate details of training events and other special events within the Presbytery.
- Help to plan and advertise Presbytery Meetings and other appropriate Presbytery events and functions.

ACCOUNTABILITY AND EVALUATION:

The Communication Coordinator will be supervised by the Presbytery Leader and accountable to the Big Picture Team, through the Personnel Committee. The Communications Coordinator will work for a probationary period of four months; during the third month of this period, there will be a formal job review.

This Position Description will be revisited and revised, as necessary, twelve months following the hire of the Communications Coordinator in order to assess whether the position is meeting the needs of the Presbytery.

Hours: This is a non-exempt position. Approximately 20 hours/week (Work at office Tuesday-Thursdays, 9-4 p.m., with half hour for lunch).

Remuneration: \$20/hour.

Vacation: After successful completion of the probation process, paid vacation allowance will be accrued on a pro-rated basis based on hours worked per week. Per Presbytery policy, observed federal holidays may be paid based on agreed-upon working schedule. The office is closed between Christmas and New Year's Day.

IT and Software competency: Experience with Windows 10, MS Office Professional, Breeze Church Management System, Web-site Management, Facebook, Instagram, and other current applications as they become available.

06/06/19

11/05/19