



Presbytery Communications Project Manager Position Description

JOB TYPE AND COMPENSATION

The Presbytery Communications Project Manager is a part-time, hourly position (up to 30 hours per week, $\frac{3}{4}$ time). Hours are flexible and most work will be done remotely. Compensation is \$20 per hour. Includes vacation; benefits will be offered.

RESPONSIBILITIES

- Execute communication strategies as directed by the Presbytery Moderator, Stated Clerk, Presbytery Coordinating Commission or Team Leaders to advance the Presbytery's mission and vision and engage the entire Presbytery community in active discussion.
- Generate communications (both writing and soliciting) as directed to internal and external audiences through channels such as email, blog, website, and social media; assist website developer in maintaining Presbytery website and social media presence.
- Provide administrative support to Stated Clerk and committee moderators to maintain Presbytery files and databases, directories, records, etc.
- Assist in preparation and coordination of events and meetings of the Presbytery, including virtual meetings.

EDUCATION

Bachelor's degree in Communications or a relevant field or substantial equivalent experience. Experience in web design and social media is highly desirable.

REQUIRED EXPERIENCE AND SKILLS

- Demonstrated excellence and experience in strategic communications design and application
- Demonstrated excellence and experience in written, oral, and multi-modal communications and programs, particularly website applications, Microsoft office, database software, and print design software.
- Demonstrated close attention to detail with an eye for excellence
- Ability to maintain confidentiality
- Ability to learn and accurately apply Presbyterian polity and processes

- Ability to work well at a fast pace in a variety of contexts with composure, accuracy, and flexibility
- Ability to work independently and responsibly without close supervision
- Ability to develop and maintain healthy working relationships with Presbytery leadership and the Presbytery at large
- Demonstrated professionalism, emotional maturity and stability

DESIRABLE EXPERIENCE AND SKILLS

- Professional experience in church or non-profit work environments
- Facility in multi-tasking and prioritizing projects
- Five years' experience in comparable role

ACCOUNTABILITY/EVALUATION

The Presbytery Communications Project Manager is directly accountable to the Presbytery through the Personnel Committee, which will conduct periodic evaluations to be reported to the Presbytery governing body. This position will be evaluated in keeping with the provisions of the PC(USA) Constitution.

Revision April 11, 2018