

Job Description

Position Title: Communications Coordinator	Reports to: Stated Clerk during the Bridge Period then the Relationship Coordination Director
Hours per week: 30 hours per week, 6 hours per weekday	Form of Employment: Letter Agreement
Travel: None	Effective Date: ASAP

POSITION OVERVIEW: The Communications Coordinator will manage the form, consistency and content of general communications between Presbytery Leaders/Staff and the churches and Pastors in the Presbytery by telephone, email, website and social media. The Coordinator shall disseminate essential and routine information, as well as crisis or emergency communication.

DEFINITIONS:

- **“Bridge Period”:** The Presbytery is currently in a “Bridge Period” that will continue until:
 - Necessary Presbytery approvals are in place for a proposed, new organization structure are obtained and
 - The Relationship Coordination Director is hired.
- **“Supervisor”:** During the “Bridge Period,” supervision and training/orientation will be provided by the Stated Clerk of the Presbytery of St. Augustine. Following the “Bridge Period,” supervision will be provided by the Relationship Coordination Director.
- **“Pastor- Member of the Presbytery”:** A Teaching Elder member or CRE with commission in the Presbytery of St. Augustine.

PRINCIPAL RESPONSIBILITIES (The conceptual framework for the job):

- Develop and follow a communications strategy that is consistent with the Presbytery’s mission, vision and strategy.
- Develop communications policies and procedures for all broad (mass) routine and special communications by letter, email, website, or social media.
- Help Presbytery Leaders/Staff (Moderator, committee and team chairs, etc.) communicate or promote their programs.
- Assure a professional standard of editorial review, design and production quality for Presbytery communications.
- Oversee the distribution of standard communication materials developed by the Presbytery.

DUTIES AND ACTIVITIES (The day-to-day focus for the job):

- **Planning & Guidance:** Become familiar with strategy, policies and procedures of the Presbytery and use them to develop, promote, explain and monitor a communications strategy, policies and procedures for the Presbytery.
- **Production Tasks:**
 - Produce the newsletter.

- Maintain the website by updating content including the calendar for events, links to other communications (e.g., the newsletter) and announcements that are communicated in other ways.
- Support a stream of activity on social media (Facebook, Twitter, etc.).
- Facilitate technology-enabled meetings (conference calls, webinars, video conferences, etc.).
- Design (or redesign) standard templates, forms and brochures provided by the Presbytery.
- Maintain Presbytery data bases, lists and directories.
- Help promote Presbytery gatherings/events (promotion, not event planning).
- **Professional Help:** Evaluate, propose and (when approved) contract for specialist support in select communications disciplines (e.g., graphic design, web design, etc.).
- **Design:** Coordinate the development of graphics and design elements as required (in-house or by contract). Design, write and/or edit print materials used by staff to support strategic vision; examples could include posters, banners, newsletters, press releases, website content, logos, postcards, calendars, mailers, T-shirt designs.
- **External Promotion:** Develop strategy and tactics to work with the local media to promote the image of the Presbytery in the local community.
- **“Voice of the Presbytery”:** Answer telephone calls, respond to routine inquiries and refer callers to others as appropriate.
- **Be Part of the Office Team:** Greet visitors, receive packages, and other requirements shared among all those working in the office.
- Help redefine the above duties to make them more effective.
- Perform other duties as requested.

SUPERVISION:

- **Communicate Frequently:** At least weekly and more often if required.
- **Provide Direction:** Help the Communications Coordinator understand their duties and the specific way they should be carried out.
- **Review Plans:** Provide feedback, suggestions and tracking on monthly activity plans.
- **Re-define Duties and Responsibilities:** Actively restructure Responsibilities and Duties based on conversations with Supervisor and Personnel Committee.
- **Provide feedback:** During the Bridge Period we expect to learn more about the job and the suitability of selected individuals for this position as it is redefined. The Communication Coordinator should receive mini-reviews based on input from end users in their area after two months, six months, a year, and annually thereafter to let them know how the job is changing and how well they are meeting expectations for the job.

SUBORDINATE RESPONSIBILITIES: Not Applicable

QUALIFICATION & SKILLS - Candidates must be/have:

- **Personal Competencies:** Include creativity, innovation, interpersonal skills (team play and persuasion), initiative, time management, attentive to details, oral presentation skills, and writing proficiency.

- **Managerial Competencies:** Project management, priority setting and volunteer cultivation and supervision.
- **Position Specific Skills:**
 - Experience overseeing the design and production of print materials and publications.
 - Ability to work as an individual contributor while managing multiple projects with tight deadlines.
 - Experience working with social media programs to communicate with internal and external constituents.
 - Qualified in Microsoft Office Suite (required), publishing software (Quark or equivalent, required), and other computer and internet experience that would demonstrate the ability to quickly learn and work in web-based systems such as Constant Contact, Pic Monkey, etc.