

TITLE: Mission Coordinator for Providence Presbytery

EMPLOYMENT STATUS: Part Time, approximately 7 hours per week

PURPOSE: To oversee, coordinate, and encourage the mission work of the Presbytery.

ACCOUNTABILITY: This position is accountable to the Presbytery through the Personnel Committee of the Community of Hope.

RESPONSIBILITIES:

1. Ministries and Missions

- Oversee and assist in implementation of projects and ministries growing out of Mission Neighbors, congregational partnerships, and Presbyterian Women.
- Advertise and report on projects through regular Presbytery channels.
- Support, resource, encourage, and advocate mission partnerships within the presbytery.
- Train and equip participants.

2. Member of a Cooperative and Supportive Staff Team

ESSENTIAL SKILLS, GIFTS, AND EXPERIENCES

1. Strong interpersonal skills.
2. Well organized, flexible, works in a timely manner.
3. Proactive and creative.
4. Excellent organizational skills, detail oriented, produces accurate work.
5. Proven ability to develop interpersonal relationships cross-culturally and interculturally. Exhibit intercultural humility and predisposition to consider others' interests.
6. Exhibit tenacity, grace, and flexibility when faced with unanticipated or complex challenges. Non-anxious presence in times of grief, stress, and conflict.
7. Willingness and zeal for alternative approaches.
8. Observes healthy boundaries, spiritual practices, and self-care.
9. Knowledge of denominational structures, processes, and resources.
10. Proficient with current office technology and software, virtual meeting software, and social media.

EVALUATION: Annual review and evaluation with the Personnel Committee of the Community of Hope.

TERMS: This person is elected for an indefinite term, subject to termination in accordance with the *Book of Order* and Personnel Policies of Providence Presbytery.

(draft update: 5/12/2023)

Benefits and Salary Info:

Job is for approximately 7 hours / week

Total package max = \$8000

Contracted at \$ 666.65 per month with no benefits

(added EWB 5/20/23 with info from Admin)