

**TITLE:** Technology and Communications Coordinator for Providence Presbytery

**EMPLOYMENT STATUS:** Part Time, approximately 20 hours per week

**PURPOSE:** To coordinate communications between the Presbytery, member churches, and individuals. To help create a culture of well-informed connectedness across the Presbytery.

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

**RESPONSIBILITIES:**

**1. Website**

- Manage and maintain for optimal effectiveness.
- Keep the content current and up to date.

**2. E-Newsletter**

- Create and distribute the newsletter.
- Solicit information and news items from congregations for publication.
- Keep the mailing list up to date.

**3. Social Media**

- Create and maintain the Presbytery's social media presence.
- Solicit information and news items from congregations for publication.
- Collaborate with staff and Ministry Teams, as requested, for potential events and promotions.

**4. Presbytery Meetings**

- Create PowerPoint and other multi-media presentations for Presbytery or upon request by the Executive Presbyter.
- Attend and run the technology for in person, hybrid, and virtual presbytery meetings.
- Serve as staff liaison to the Community of Faith, including the Technology Team, to find new ways that technology can connect Providence Presbytery and its churches in their mission and ministry.

5. Member of a Cooperative and Supportive Staff Team.

6. Keep Audio/Visual equipment serviced and updated, as needed.

**ESSENTIAL SKILLS, GIFTS, AND EXPERIENCES**

1. Excellent writing, proofing, and editing skills.
2. MS Word, Excel, Publisher, Canva, PowerPoint, and virtual meeting software. Ability to learn and utilize other specialized software as applicable.
3. Experienced social media producer (Facebook, Instagram, Twitter, etc.).
4. Strong interpersonal skills.
5. Well organized, flexible, works in a timely manner.
6. Proactive and creative.
7. Excellent organizational skills, detail oriented, produces accurate work.
8. Proven ability to develop interpersonal relationships cross-culturally and interculturally. Exhibit intercultural humility and predisposition to consider others' interests.

9. Exhibit tenacity, grace, and flexibility when faced with unanticipated or complex challenges. Non-anxious presence in times of grief, stress, and conflict.
10. Willingness and zeal for alternative approaches.
11. Observes healthy boundaries, spiritual practices, and self-care.

**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 EWB)

Benefits and Salary Info:

Contract position for approximately 20 hrs / week.

Total package max = \$15,000

Contracted at \$1,250.00 per month with no benefits

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