

Communications and Technology Specialist for the Presbytery of Carlisle Position Description

Reports to: Personnel Committee, through the Interim/Executive Presbyter
Direct Supervisor: Interim/Executive Presbyter
Status: 20 per week
FLSA: Exempt

Purpose: Strengthens the relational networks among congregations and the witness of the presbytery through timely, creative, efficient and effective use of communication that reflects the mission and values of the Presbytery of Carlisle. Manages the information technology of the presbytery to ensure smooth operations and appropriate security.

Essential Responsibilities:

1. Communication

- In collaboration with presbytery leaders, publishes the presbytery's e-newsletter. Creates, produces and distributes all communications of the presbytery.
- Serves as Presbytery webmaster, keeping the web-site content up-to-date, accurate, attractive, and user-friendly.
- Provides regular and relevant social media updates to expand and maintain interest and engagement among users.
- Maintains the multi-media and communications equipment, contracts, and leases of the presbytery and is knowledgeable in their use.
- Attends weekly presbytery staff meetings.
- Attends stated meetings of the presbytery (ordinarily 4 times/year): manages registration, handles posting of meeting materials.
- Serves as a resource to congregations regarding the use of technology and social media.

2. Technology:

- Provides first-line technology support for presbytery staff.
- Recommends upgrades to information technology systems as needed/ appropriate.
- Recommends information technology standards, policies, and procedures; monitors compliance with policies as they are developed and approved.
- Provides guidance on the establishment of IT budget needs.
- Establishes a digital shared filing system for the presbytery's permanent records and current documents

- Establishes and maintains a presbytery database for use in Constant Contact and the website.

3. Administrative Support

- Fulfills administrative tasks, such as handling mail and email, placing orders, maintaining calendar.
- Tracks the presbytery's income and prepares a log sheet and supporting documentation for the bookkeeper and Treasurer.
- Maintains the presbytery's on-line directory and Constant Contact distribution lists; Works with the Presbytery Leader for Governance and Congregational Leadership to establish a database for the the presbytery.

Qualifications:

- Demonstrates alignment with the mission, values and beliefs of Carlisle Presbytery.
- Excellent writing/editing/proofreading and verbal communication skills.
- Strong graphic design abilities; brings a high standard of creativity.
- Experience with web development and maintenance.
- Fluent and proficient with both Mac and Windows-compatible software for word processing, database creation, presentation, web tools.
- Proficient in use of current and emerging social media platforms for marketing, networking, promoting, resourcing and expanding the communications of the presbytery.
- Shows Initiative, good judgment and the ability to assume responsibilities both independent of, and in cooperation with the Stated Clerk and Interim/Executive Presbyter.
- Strong organizational skills and attention to details; ability to multi-task and prioritize work with minimal supervision.
- Commitment to work collaboratively and collegially with staff, ministry/committee members, and volunteers, including development of congregational networks.
- Previous experience preferred, in developing and implementing communication strategies for a social service agency, non-profit organization or governing body of the PCUSA.

Relationships

The Communications and Technology Specialist is supervised by the Interim/Executive Presbyter and is accountable to the Personnel Committee of Presbytery through the Interim/Executive Presbyter. The Communications and Technology Specialist is a

member of the presbytery staff team, in service to the congregations and leaders of the presbytery.

Evaluation

The Interim/Executive Presbyter a representative from the Personnel Committee shall conduct a review and evaluation of the work of The Communications and Technology specialist, annually.

To apply, send resume by email to carlislepbyapplicant@gmail.com