

POSITION DESCRIPTION

Purpose: The Director of Communications will set and guide the strategy for all communications to consistently articulate the Presbytery of the Peaks mission and vision. The position will provide support for presbytery staff and congregational communications.

Accountability: Accountable to General Presbyter (Head of Staff) and to Presbytery through Committee on Administration (COA)

Responsibilities:

1. Develop an annual communications plan that will identify clear strategies to execute the Presbytery's vision and mission.
2. Create and implement a strategy that will provide timely, effective, and informative communication between the Presbytery and its many constituents.
3. Assist with building connections among the Presbytery and leadership using video and social media.
4. Oversee Peaks Presbytery website and related social media sites for coordination of efforts to keep information accurate, appropriate and up to date.
5. Oversee and manage all communications related budget line items, billings and invoices in a timely manner. Submit annual budget proposals as requested.
6. Coordinate other special projects and perform other duties as directed by supervisor.

Relationships: Works closely with all Presbytery committees; reports to the General Presbyter; works collegially with Presbytery staff.

Qualifications:

1. Maturity of Christian character and gifts of discernment.
2. Highly collaborative style, experience developing and implementing communications strategies.
3. Excellent organizational and project management skills.
4. Excellent verbal and written communications skills with command of the English language, proper style, usage and punctuation.
5. Demonstrated creativity, attention to detail and accuracy.
6. Demonstrated ability with standard word processing, spreadsheet, database, video editing and publications software.
7. Demonstrated website maintenance skills.
8. Ability to take knowledge and transform it into exciting and useful messages; disseminate it to the right audiences through the best distribution channels.
9. Ability to manage multiple responsibilities simultaneously and independently.
10. Bachelor's degree, preferably in some aspect of communications or equivalent experience.

Time Required: Full-time, exempt

Review and Evaluation: Performance reviews conducted annually by General Presbyter, reviewed by Personnel Work Group and reported to COA. COA will annually review adequacy of compensation