

## **Albany Presbytery Communications Manager**

The Albany Presbytery is looking for an individual who is skilled in office administration and digital communication to fill the position of Communications Administrator. This position starts at 20 hours/week with the possibility of additional hours.

### **Qualified candidates will:**

- Be highly organized
- Have excellent written and verbal communication skills
- Be familiar with website, email, and social media maintenance
- Work well with a small team
- Be self-motivated
- Be comfortable and efficient working from home or remote office

### **Position Requirements:**

- 3 years office administration work or comparable field
- Competency in digital communication and marketing tools
- A valid driver's license
- Familiarity with the PCUSA desirable, but not required

### **Position Responsibilities:**

- Maintain all accounts held by the Presbytery: website, social media, database, communication, Zoom, G-Suite/Gmail, Grasshopper, Amazon Cloud Storage, Grace at Work
  - Curate, update, and send eNews once a month and coordinate with staff for what gets published on website/Facebook/other platforms.
  - Maintain public calendar, events, employment opportunities, meeting materials, quarterly and annual financial reports, clerk information. Create, post, and update prayer calendar, directory, and congregation information on the website
  - Perform quality control by deleting outdated information or information/images under copyright.
- Receive and refer all communication via phone, mail, and email. Directly answering and resourcing when able (first point of contact)
- Coordinate and resource all meetings of the whole presbytery.
  - When in person, facilitate the physical aspects of presbytery meetings and coordinate with host churches for needs to be met--i.e. Nametags, registration, pre-meeting packets
  - When online, be electronic host, coordinate breakout rooms, troubleshoot
  - Work with staff to establish live streaming for presbytery meetings
- Coordinate the use of the presbytery zoom account for committee use

**Compensation:** Compensation is commensurate with experience.

### **How to Apply:**

Send a cover letter, resumé, and three references to Rev. Reilly, Chair of the Albany Presbytery Personnel Committee via email at [reilly.ann.c@gmail.com](mailto:reilly.ann.c@gmail.com)

Deadline for applications is September 30, 2020