

**SYNOD OF THE NORTHEAST
PRESBYTERIAN CHURCH (U.S.A.)**

POSITION DESCRIPTION

TITLE: Temporary Communications Facilitator for the Synod of the Northeast.

PURPOSE: To provide temporary oversight, enhancement and development of communication systems (internally and externally).

External: Working with and through the Administrative Assistant/Communications Coordinator and under the supervision of the Executive for Administration/Stated Clerk, enhance and develop communications including providing for a Communications plan for the Synod for the purposes of connecting congregations, presbyteries, partnerships and other affinity groups on behalf of the Synod. [previously the responsibility of the Executive for Partnerships]

Internal: Working with and through the Office Manager and under the supervision of the Executive for Administration/Stated Clerk, develop and implement enhancements to the Synod office communication systems (database, etc.). [previously the responsibility of the Executive for Administration/Stated Clerk]

ACCOUNTABILITY: The Temporary Communications Facilitator is accountable to the Synod Executive for Administration/Stated Clerk as head of staff.

RESPONSIBILITIES:

- Work with the Administrative Assistant for Partnerships and Communications Coordinator to enhance the synod website and to provide for the generation and distribution of the electronic newsletter, the *Nor'E-News*, or any successor means of communication.
- Work with the Office Manager and synod staff team to implement a comprehensive database for the Synod and to organize shared file folders on the server.
- Review the research report, **Evaluation of Communication Effectiveness: The Synod of the Northeast, Presbyterian Church (USA)** prepared and submitted by Professor Sung-Un (Sean) Yang of the S. I. Newhouse School of Public Communications at Syracuse University
- Based on review of those research findings, of current synod practices and of Presbyterian norms for communication, develop and propose a communication plan for the Synod that connects congregations, presbyteries, partnership groups, racial ethnic caucuses and other synod-related groups to each other and to the Synod.
- Provide for staff development to enhance communications and related skills among the synod staff team

- Maintain contact with and encourage periodic reporting by persons representing the synod in ecumenical relationships, including but not limited to state councils of churches.
- Other duties as assigned

QUALIFICATIONS:

- Membership in the Presbyterian Church (U.S.A.) with thorough knowledge of the denomination, its polity and mission and theologically grounded in the Reformed theology with preference for a Minister of the Word and Sacrament or an Elder.
- Previous experience in middle governing body and/or church related agency work, in reviewing communication patterns, in improving communication patterns and in implementing effective new communication strategies.
- Demonstrated skill in working consultatively and in collaboration with others and in working with persons in diverse cultural settings.

EVALUATION: The Executive for Administration/Stated Clerk will conduct informal reviews at three-month intervals.

TERMS OF EMPLOYMENT: The Temporary Communications Facilitator is a temporary part-time (approximately 10 hours per week) exempt position appointed by the Executive for Administration/Stated Clerk in consultation with the Chair of the Council Committee on Personnel for a period of six months with possibility of extension if needed and with provision for withdrawal by either party with 30 days notice. The salary range for the position is governed by the Salary Administration Policy of the Synod with the actual salary being proposed at the time when the position is offered.