

# Capital Region Ecumenical Organization

## Full Job Description Title: Interim - CREO Coordinator

Capital Region Ecumenical Organization (CREO) is seeking an Interim Coordinator starting in January 2012.

**Primary Role:** to provide transitional coordination to the Capital Region Ecumenical Organization (CREO) as the organization prepares an intentional period of strategic planning and development with an outside professional consultant.

### Requirements:

Knowledge of and interest in ecumenism, a heart for collaboration and a commitment to the Christian pursuit to embody the liberating and reconciling power of the gospel of Jesus Christ.

### Responsibilities:

#### Membership

- Within first 3 months visit each member organization

#### Meeting coordination

- Maintains calendar of Executive Committee, CREO Board and Judicatory Executives meeting dates and times.
- Sends reminders to the constituency group involved.
- In consultation with various officers and members, prepares the agendas for the meetings.

#### Communications

- Reports actions and contents of Judicatory executive meetings to the CREO Board and Executive Committee
- Distributes minutes, agenda, financial reports and misc. 1-2 weeks prior to CREO Board meeting
- ONE TABLE (quarterly newsletter – Jan/April/July/October) Solicits articles, columns and calendar notes from parties in and outside of the CREO Boards (review previous ONE TABLEs to see types of articles sought)
- Prepares layout and edits articles submitted
- Creates electronic files of the publication and emails them to Constant Contact database
- Arranges for printing and mailing of hard copy issues via bulk mail.
- Submits PDF format to Albany Presbytery to upload on CREO webpages.

- Maintains CREO web presence (currently web pages at [www.albanypresbytery.org](http://www.albanypresbytery.org)) .
- Builds and maintains the website
- Acts as gatekeeper for items requested to be put on website and responds to inquiries about the site
- checks CREO email daily
- checks CREO mailbox weekly

Interim Special Skills:

- Proficiency in email communication, database and website management, electronic publishing and bulk mailings
- Must possess driver's license and access to a vehicle, some regional travel involved

Length of Contract: 6 months

Hours per week: 12 hours \$20/hr. (\$5,760)

Reports to: CREO Executive Committee