

Communications Coordinator

Title: Communications Coordinator

Type: 1099-Contract Employee

Status: Hybrid, Part-time, 12 hrs/week

Salary: \$25/hr

Schedule: Tuesday through Thursday, generally available during the hours of 9:00am-1:00pm Pacific time. Remote or Hybrid (1 day per week in office; once a quarter, half day Saturday gathering of Presbytery in-person)

Purpose: Implements and maintains the Presbytery of San Jose's digital and print communication needs, ensuring consistent and effective messaging across all platforms, and directly supports the Presbytery's communication objectives.

Position Responsibilities:

- Manages and enhances the Presbytery's web site, ensuring content is regularly updated, organized, and engaging.
- In partnership with the Executive Presbyter and Stated Clerk, creates and produces a variety of communication materials, including the weekly Digest newsletter and the seasonal Advent/Christmas and Lent/Easter devotional booklets.
- Implements the Presbytery's social media presence/footprint (through the Presbytery's Facebook, Instagram, and LinkedIn accounts) to increase engagement and reach.
- Coordinates and supports the use of various communications tools, working closely with the Executive Presbyter and other staff to align messaging.
- Collaborates with the Executive Presbyter to craft key messages for internal and external audiences.
- Stays current with communication trends and technologies to recommend innovative approaches.

Relationships, Accountability, and Evaluation:

- **Reports to:** The Executive Presbyter
- **Coordinates:** With the Stated Clerk, and Presbytery members and ministries
- **Evaluation:** Mid-year feedback, and annual review by the Executive Presbyter and Presbytery Personnel Committee

Skills, Knowledge, and Abilities Needed:

- Proficiency in web design (WordPress), content management systems, and digital publishing (Constant Contact).

- Strong graphic design skills and experience with desktop publishing software.
- Excellent written and verbal communication skills with a focus on audience engagement.
- Co-creating clear, concise, and compelling content.
- Creative thinking and problem-solving skills in a communication context.
- Knowledge of IT resources relevant to communication technologies, desirable.
- Knowledge of IT security, cybersecurity, desirable.