

Communications Coordinator Job Description
Part Time Position
Presbytery of Milwaukee

Role and Responsibilities

The Communications Coordinator's primary function is to create and implement a strategy for timely, effective, and informative communication between the Milwaukee Presbytery and its constituents through the use of various media platforms.

The person in this position is required to follow the governing documents of the Presbytery (including the bylaws, manual of operations, and Book of Order) and to demonstrate the core values of the Presbytery, all as amended from time to time.

The position reports directly to and works closely with the Presbytery Executive. The position is evaluated annually. Some evening and weekend hours required for events. The position requires 20 hours/week, with flexibility to increase to 25 hours/week for possible remote assistance to the Presbytery of Winnebago and Presbytery of John Knox on a negotiated basis.

Specific responsibilities are to:

1. Using content provided by other Presbytery staff, design, plan, and implement electronic communications, including the Presbytery weekly e-newsletter, website, calendar, social media such as Facebook and Twitter, blogs, and other emerging technologies;
2. Ensure consistent and timely messaging with content appropriate for a religious organization within the Presbyterian Church (USA);
3. Utilize analytics to assess effectiveness and reach and proactively suggest improvements;
4. Work with other Presbytery staff, committees, and leadership to find creative ways to reach out to new audiences through online communities, blogs, and new web applications, with due sensitivity toward accurate mailing lists and compliance with spam laws;
5. Work with technology providers to find new applications that will enhance and expand communications in the Presbytery;
6. Assist Office Manager/Associate Stated Clerk with presentation media and photography before and during quarterly Presbytery Gatherings; and
7. Other duties as assigned.

Educational Qualifications

College Degree Preferred

Experience and Qualifications

- Motivated and creative thinking to bring a strong sense of possibility and focus to our efforts;
- Excellent organizational and project management skills;

- Prior experience in communications or marketing (required);
- Facility with standard word processing, spreadsheet, database, and publishing software (required);
- Website development and maintenance skills (required);
- Social media skills (required);
- Ability to manage multiple responsibilities simultaneously and independently;
- Outstanding interpersonal and teamwork skills;
- Professional demeanor, discretion, moral character, and good judgment;
- Familiarity with the structure and policies of the Presbyterian Church (USA) (preferred);
- Photography and image manipulation proficiency (preferred).