

POSITION DESCRIPTION

COMMUNICATIONS SPECIALIST/OFFICE ADMINISTRATOR

FULL TIME

Accountability: Shall be accountable to and supervised by the General Presbyter as Head of Staff and the Presbytery through the Administration Committee

Terms of Service: Indefinite

Responsibilities:

- I. Communications
 - A. Develop and implement an annual marketing/communications plan for the Presbytery
 - B. Initiate and support all forms communications including but not limited to email blasts, bi-monthly newsletter and other written correspondence (primarily using Constant Contact)
 - C. Maintain and distribute a Presbytery directory annually
 - D. Maintain database of churches, committees and individuals
 - E. Maintain website
- II. General Office
 - A. Oversee and administer all general office activity including the coordination of office maintenance and ordering supplies
 - B. Answer incoming calls and route callers to appropriate staff person
 - C. Receive and respond to all email for office@wvpresbytery.org
 - D. Maintain Presbytery calendar
- III. Support for Financial Administrator/Treasurer
 - A. Handle and process receipts
- IV. Support of Leadership Team and Presbytery Committees including but not limited to:
 - A. Coordination and supervision of arrangements for meetings
 - B. Planning and preparation for Presbytery meetings

This list is illustrative rather than comprehensive. Additional duties and/or meetings may be assigned

Skills: Must have good interpersonal and communication skills. Ability to handle multiple tasks with attention to detail. Must have excellent organization and event planning skills. Need to be proficient in Microsoft Office, social media and other internet based applications and have knowledge of basic web design. Familiarity with databases and Constant Contact is a plus.

Evaluation: Regular performance review by General Presbyter and annual review. The position description may be reviewed and revised as needed.

Compensation: Defined in the terms of employment and reviewed annually by the Administration Committee.

Position does require minimal lifting.

