



Gathering Together, Nurturing Innovation, Strengthening Communities
Reuniéndonos Juntos, Animando Innovación, Fortaleciendo Comunidades
다같이 모이기 – 공동체를 강화하기 – 혁신을 키워나가기

Position Description
Mission Communicator/Coordinator
Synod of the Northeast

Purpose: *The Synod Mission Coordinator will work to provide effective communication throughout the Synod Community through a variety of communications tools, as well as provide support and guidance to those seeking and receiving mission and ministry support from Synod programs and resources, and to promote Synod funds development.*

RESPONSIBILITIES

COMMUNICATION:

- To oversee various communications programs of the Synod including Synod wide electronic newsletters/e-blasts, web site, and social media
- To effectively develop and communicate reports of the ongoing activities of the Synod with special attention to promoting the core values of the Synod and best practices of our mission partners
- To maintain a consistent branding of the Synod through the various forms of media used
- To develop communications strategies for Synod wide events in partnership with other staff and the Synod Leader, with an emphasis on supporting the mission, values, and goals of the Synod

MISSION AND MINISTRY SUPPORT

- To provide support for those requesting information or applying for Synod grants and other forms of mission support
- To coordinate and maintain effective and regular follow up on all Synod grants and mission support including the maintenance of all applications, reviews, and reports

FUNDS DEVELOPMENT

- To cultivate an ongoing funds development opportunities in partnership with the Synod Leader

ADMINISTRATIVE

- To serve as a liaison between the Mission Working Group and the Synod Finance Office
- To work directly with the Working Group on Mission to support and coordinate its work
- Make regular reports to the Mission and Ministries Commission and its Mission Working Group
- Carry out other tasks as assigned by the Synod Leader

QUALIFICATIONS/SKILLS:

- Excellence in verbal, written, and electronic communications including design and layout of promotional and other communication materials
- In depth knowledge of communication tools including those used in electronic newsletters, websites, and other social media
- Ability to lead and serve as the Synod's chief communication coordinator reviewing all outgoing Synod communication
- Willingness to work as a team member in a highly dynamic work environment
- Listening and distilling skills working with grant and funding applicants
- Experience, training and/or willingness to learn skills for funds development
- Knowledge and/or experience in event planning
- Willingness to be "on the move" throughout the Synod region
- Experience working with volunteers in organizations
- Working knowledge of PC(USA) structure; ministry minded
- Intercultural competency
- Commitment to work collaboratively and collegially with individuals, churches, and/or presbyteries, as well as Synod staff
- Strong organizational skills and attention to details
- Ability to multi-task and prioritize work with minimum supervision
- Willing to live within the bounds of the Synod of the Northeast

PERSONAL CHARACTERISTICS:

- Maturity and vital faith
- Curiosity
- High energy
- Self-assurance and awareness
- Capacity to work "on the go"
- Sociability
- Creativity
- Pioneering mentality entrepreneurship

ACCOUNTABILITY:

The Synod Mission Coordinator will be accountable to and supervised by the Synod Leader.

TO APPLY:

Send resume and cover letter to Luci Duckson-Bramble, Chair of the Search Committee, at lucibramble@icloud.com. If you need to discuss the position, you may reach her at 516-476-8450. Deadline for applications is May 15, 2017.