

# INFO TECH (IT)/ COMMUNICATION FACILITATOR

Approved HRP Personnel Committee (6/24/20)

**Purpose:** To facilitate communication of the mission of the Hudson River Presbytery and its congregations

**Accountability:** Supervised by the General Presbyter, as Head of Staff, and accountable to the personnel committee

**Relationships:** HRP staff and leaders

## **Responsibilities:**

1. Advise and, where needed, facilitate and maintain meeting platforms such as ZOOM for presbytery and its committees
2. Be available to consult with congregations on technical issues of online worship.
3. Serve as webmaster, including updates, obtaining information and format.
4. Manage and facilitate technology projects which may include evaluation of the most cost effective and efficient server options, design a proposal and follow through implementation; evaluate technology and process for digitization of the presbytery office and support implementation.
5. In partnership with staff, provide technical support to scheduled presbytery meetings and operate the visuals and audio during the meetings, be they in person or remote gatherings
6. Visually document the mission of the Hudson River Presbytery as it is lived out in its congregations
7. Administer HRP Facebook page
8. Attend staff meetings.
9. Perform other duties as directed by the General Presbyter and as time allows.

## **Qualifications:**

- Proficiency with web tools, WordPress, ZOOM, Facebook
- Strong organizational skills and attention to details.
- Ability to take initiative and work independently with minimum supervision.
- Ability to work collaboratively and collegially with staff and leaders.
- Experience in or knowledge of PC(USA) mid-council ministry
- Creative and inspiring approach

**Type:** Part- time (20 hrs/wk) salaried/exempt position.

**Terms/Compensation/Benefits:** Determined by the Council through the Personnel Committee, ordinarily on an annual basis.

**Review:** An annual review will be conducted by the Personnel Committee and General Presbyter.

**Notice:** The employment relationship may be concluded by either party with no less than four weeks' notice, except that the Personnel Committee, in consultation with the General Presbyter, may terminate for cause without such notice.