

**PRESBYTERY OF CAYUGA-SYRACUSE**  
5811 Heritage Landing Drive, East Syracuse, NY 13057

**A. TITLE: COMMUNICATIONS COORDINATOR**

The Communications Coordinator will direct the flow of information among presbytery members, churches and other worshipping communities, and the Leadership Team by means of its website, weekly e-letter, and social media.

**B. PRIMARY RESPONSIBILITIES** (in order of priority):

1. Presbytery Matters Weekly E-letter

Release a weekly, visually compelling, e-letter with information provided by individuals, churches and partner organizations. Gather additional information from other sources as needed.

2. Presbytery Website

Manage, maintain and update the content of the presbytery website.

3. Social Media

Maintain a dynamic, daily and professional social-networking presence of the Presbytery of Cayuga-Syracuse on Facebook according to the social media guidelines established by the presbytery. As time allows, explore use of other social media sites.

**C. QUALIFICATIONS**

- Some knowledge of the Presbyterian denomination PC(USA) preferred
- Proficient in picture and video software editing
- Working knowledge of Constant Contact and the tools it offers
- Working knowledge of Microsoft Office 365
- Ability to update and edit the presbytery's website using WordPress
- Competence in social media platforms, especially Facebook
- College degree preferred but will consider prior work experience
- Subject to criminal background check
- Able to provide own transportation to key presbytery events

**D. STATUS OF POSITION**

This will be an Independent Contractor position with a flexible schedule of approximately 10 hours per week. The Communications Coordinator is accountable to the presbytery through the Leadership Team's Communications Work Group. The Communications Work Group will provide regular oversight.

**E. HOW TO APPLY**

1. Send cover letter, resume, examples of previous work, and three references to:

Rev. Lorrie Cooney @ [ljcooney1@gmail.com](mailto:ljcooney1@gmail.com)

Cell phone: 717-329-0293

2. Applications will be reviewed starting June 25, 2018 until the position is filled.