

Job Description

Communications Manager

Title: Communications Manager

Purpose: To equip, support and articulate the mission of the Presbytery of Southern New England internally and externally through audience-appropriate and innovative communication.

Accountability: Accountable to the Personnel Committee through the General Presbyter.

Responsibilities:

- During the first two months of this position, provide for a communications audit of the organization and provide a report on best practices, trends, and proposed new practices moving forward.
- Manage all media content and communications channels of the Presbytery, including but not limited to: social media, e-mail marketing and newsletters, website content, VOIP phone system, podcast, video and relationships with outside technical vendors on behalf of the Presbytery.
- Provide support in planning, directing and coordinating online marketing designed to increase the visibility of Presbytery events and programs
- Manage scheduling of the Presbytery Zoom video-conferencing account in coordination with the PSNE Google calendar and invitations for volunteer and staff. Assist members of Presbytery with access as requested.
- Manage online registration and materials preparation for quarterly meetings of the Presbytery and other events as directed by the General Presbyter or Stated Clerk. Serve as tech moderator during Presbytery meetings that have either all-online and/or hybrid components.
- Manage Presbytery online database and directory, updating quarterly in collaboration with the Stated Clerk.
- Manage the PSNE main email addresses and serve as co-administrator for the Google Drive including the Presbytery calendar.
- Collaborate with staff to utilize the website, e-mail list service and social media for communications and informational purposes:
 1. Draft/publish/recommend/review contents of the website quarterly.
 2. Keep website current and updated.
- Manage yearly social media and web-based contracts on behalf of the Presbytery
- Monitor and share as appropriate: denominational, local, ecumenical, interfaith and other partner media content
- To perform such other duties as assigned by the General Presbyter or Stated Clerk which are consistent with the responsibilities of this position.

Term:

The workweek shall be 15 hours on a flexible schedule at \$25/hour and is reviewed annually. This person will work remotely and will be required to have their own phone and internet connection. Needed equipment is provided.

All federal holidays are honored for staff and the Presbytery office is closed the week between Christmas and New Year's Day as paid time off. There is a \$90/month technology stipend for all PSNE staff as they are each responsible for their own internet and phone connections at a home office.

All other information regarding staffing in the Presbytery can be found in our Personnel Handbook.

Evaluation:

Performance evaluations will be conducted at least annually, or more frequently as needed.