



THE PRESBYTERY OF SOUTHERN NEW ENGLAND

Communications Manager - Job Posting

The Presbytery of Southern New England is seeking a part-time Communications Manager. The qualified candidate will be interested in serving as part of a team that approaches resourcing the Presbytery with energy, intelligence, imagination and love. The successful candidate will be creative, self-directed, able to multi-task and detail-oriented. This role is part of a staff-colleague team that includes a General Presbyter, and a shared Stated Clerk with the Presbytery of Boston. [The full position description can be found here.](#)

About the Presbytery:

The Presbytery of Southern New England utilizes a virtual office, which means that there is no physical shared office space and those who serve the Presbytery must be comfortable with working within a geographic and cultural expanse which covers the states of Connecticut, Rhode Island and portions of Massachusetts. Staff of the Presbytery meet twice-monthly via video-conference and in person at other times during the year. All staff work remotely from home offices either by phone or video-conference, and travel for in-person quarterly meetings (primarily the Stated Clerk and General Presbyter).

We strongly encourage the applications of women, persons of color and other minority groups. The Presbytery of Southern New England does not discriminate based on age, race, color, marital status, sexual orientation, gender or gender expression, military status or disability.

Please submit a resume, three examples of media campaigns you have personally developed and executed and a thoughtful cover letter to the Search

Committee Chair (jobs@psne.org) by **July 20, 2024** for a start date of August 15, 2024 to allow for a two week transition with our outgoing Communications Manager.

Core Competencies:

- Social Media
- Website Design and Management
- Initiative
- Attention to Detail and Aesthetic Awareness
- Theological Maturity
- Creativity and Innovation
- Flexibility
- Compelling Written Communication Skill
- Technical Expertise
- Ability to work independently and maintain organization on short and long range projects

Proficiencies (and willingness to learn):

- WordPress
- Some HTML
- Adobe Creative Suite and/or Canva
- Google Drive
- MailChimp
- Zoom
- Buzzsprout podcasting
- Breeze Church Management Systems and Grasshopper VOIP
- Social Media Platforms: Facebook, Meta Business Suite, Instagram

Terms:

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. Equipment is provided. There is a \$90/month technology stipend for all PSNE staff. 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. For a full position description,

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

Date to Start:

August 15, 2024, negotiable.

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:

- Manage all media content and communications channels of the Presbytery, including but not limited to: social media, e-mail marketing and newsletters, website content, phone, video and relationships with outside technical vendors on behalf of the Presbytery.
- Monitor and share as appropriate: denominational, local, ecumenical, interfaith and other partner media content
- Provide support in planning, directing and coordinating online activities designed to increase the visibility of events and programs
- Manage scheduling of the Presbytery Zoom video-conferencing account and assist members of Presbytery with access as requested.
- Manage online registration for quarterly meetings of the Presbytery and other events as directed by the General Presbyter.
- Manage Presbytery online database and directory, updating regularly in collaboration with the Stated Clerk.
- Manage the PSNE main email address and serve as co-administrator for the Google Drive including the Presbytery calendar
- Share best practices with other communicators in the Presbytery including staff and volunteers.
- Collaborate with staff to utilize the website, e-mail list service and social media for communications purposes:
 1. Draft/publish/recommend/review contents of website as needed.
 2. Contribute marketing content E-News as needed.
- Manage yearly social media and web-based contracts on behalf of the Presbytery
- To perform such other duties as assigned by the General Presbyter which are consistent with the responsibilities of this position.

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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. 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.