

Communications and Presbytery Meeting Manager/Assistant to the Acting Stated Clerk

Hours: 26

Reports to Interim Head of Staff

Purpose

To facilitate communications on behalf of the Presbytery of the Coastlands

. Assist the Acting Stated Clerk and Interim Presbytery Leader/Head of Staff in all matters of communicating with the Presbytery and individual Clerks of Session.

Relationships and Responsibilities

The Communications and Presbytery Meeting Manager and Assistant to the Acting Stated Clerk shall relate

- to:
- The Interim Presbytery Leader/Head of Staff as a colleague, support, and collaborator while also being under the supervision of the Interim Presbytery Leader/Head of Staff
 - The Acting Stated Clerk as a colleague, resource, and support
 - Information and Database Manager/Assistant to the Senior Staff as a colleague, resource, and support
 - Other staff, officers, committee chairs and volunteers as a resource
 - Ruling and teaching elders as a support and resource

The Communications and Presbytery Meeting Manager/Assistant to the Acting Stated Clerk:

- Collaborate with the Acting Stated Clerk to create and maintain a process for Annual Statistical Reporting by Clerks of Session.
- Update and disseminate official POC communications, including the newsletter, in consultation with the Interim Presbytery Leader/ Head of Staff. Develop and maintain the Constant Contact database.
- Contact host churches for Presbytery meetings and coordinate designated meeting logistics.
- Prepare and track online registration for Presbytery meetings and special events/trainings.
- Serve as registrar at Presbytery meetings.
- In preparation for Presbytery meetings: electronically collect relevant reports, and documents ahead of the meeting and disseminate Presbytery docket.
- Coordinate all major mass mailings (electronic and otherwise) for the POC.
- Collaborate with and support the Information and Database Manager/ Assistant to the Senior Staff concerning event planning.
- Manage Constant Contact correspondence on behalf of the POC leadership (condolence/sympathy, ordination services, etc.)