

## **Information and Database Manager/Assistant to the Senior Staff**

**Hours: 37**

**Reports to Interim Head of Staff**

### **Purpose**

To facilitate record keeping on behalf of the Presbytery of the Coastlands (POC). Manage all social media (website, Facebook, Twitter, etc.) of the POC. Assist all committees, task forces, and commissions of the Presbytery as directed by the Interim Presbytery Leader/Head of Staff and/or the Acting Stated Clerk.

### **Relationships and Responsibilities**

The Information and Database Manager and Assistant to the Senior Staff 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
- The Communications and Presbytery Meeting Manager/Assistant to the Acting Stated Clerk as a colleague, resource, and support
- Other staff, officers, committee chairs and volunteers as resource
- Ruling and teaching elders as a support and resource

The Information and Database Manager, Assistant to the Senior Staff shall hold responsibilities for the following areas:

- Manage and update POC website and social media.
- Develop and maintain computer databases with Presbytery Office Manager Assistant (POMA).
- Organize and maintain official documents (Standing Rules, Sexual Ethics, etc.) on Shared Drive(s) and website.
- Assist committee chairs, task forces, and working groups as needed and/or directed by the Interim Presbytery Leader/Head of Staff and Acting Stated Clerk.
- Oversee Shared Drive files for all committees, task forces, and working groups as needed.
- Maintain data on Presbytery nominees in the shared drive to be available in the future.
- Assist with grant and loan applications for congregations.
- As directed by the Acting Stated Clerk: assist with session records review (communications and scheduling), validated ministries and terms of call paperwork.
- Prepare and manage correspondence on behalf of the POC leadership (condolence/sympathy cards, thank you cards, ordination anniversaries, retirements, etc.)
- Manage office and POC calendar.
- Collaborate with and support the Communications and Presbytery Meeting Manager/Assistant to the Acting Stated Clerk concerning POC Presbytery meetings.
- Event planning: Schedule meetings, seminars, workshops, and conferences (virtual or in person) as requested. Oversee logistics such as hospitality, food, reservation of space, etc.