**The Presbytery of Northern Plains**

Designated Director of Communications Position Description

**Purpose of the position:**

The Designated Director of Communications will further the caring and connections of the presbytery through technology both for the Presbytery and for its congregations.

**Accountability and Relationships:**

Called and employed by the Presbytery of Northern Plains, the Designated Director of Communications is accountable to the presbytery through the Leadership Pod for fulfilling the expectations of the position and sharing insights.

This person is expected to collaborate closely with the Designated Connectional Care Pastor.

This designated position is for an initial period of two years. The Designated Director of Communications would be eligible to apply for future positions to serve the presbytery.

**Qualifications:**

* A passion for small-church and rural ministry
* Ability to build trusting relationships within the presbytery
* Knowledge of communications and technology

**Responsibilities of the Designated Director of Communications:**

* To develop a communications plan that serves to connect congregations with the presbytery and each other. This may include but is not limited to:
  + Website (maintain, update, improve)
    - Adding items to the website that reflect the resources requested by congregations.
    - Adding a collaborative area for worship resources including sermons that could be used.
  + Newsletter via Mail Chimp.
  + Training (local leaders to maintain websites and social media)
  + Manage Presbytery’s ZOOM account.
* To consult with congregations about technology needs.
  + To encourage the use of Congregational Development Grants and other grants for congregations with technology needs.
* To systematize and centralize the database.
* To set up technology for presbytery meetings and distribution of materials.
  + Consult with hosting congregation about technology needs.
  + Set up deadlines for materials to be into the office.
  + Share materials with commissioners.

This employee is not expected to:

* Function as chief administrative officer of the presbytery:
* Oversee the presbytery’s daily operations;
* Represent the interests and welfare of the presbytery with the Synod and other entities in any official capacity; or
* Serve as head of staff for employees of the presbytery or to do annual reviews of other employees.

The Designated Communications Director position is half-time (20 hours/week).

* Salary: $25,000
* Travel Allowance: $5,000 (vouchered)

In addition, the Designated Director of Communications will have a vouchered allowance of $5000 for cell phone expense, technology (computer, printer, camera, etc.), supplies (paper, ink, stationery, stamps, business cards), and professional development.