

Partner for Operations & Presbytery -Wide Communications

1. Exhibit 1: Services to be Performed

I. Purpose

- a. Coordinate, Guide and Implement the work and vision of MVL
- b. Oversee and Support the operations of the administrative office
- c. Coordinate and Direct communications and logistics
- d. Coordinate and Support the work of committees and working groups
- e. Serve as Liaison for PCUSA and Mid-council entities, as prescribed by partner role/position

II. Primary Responsibilities

A. Presbytery:

1. Communication Strategy
2. Logistics for Meeting and Programs
3. Discern and implement new processes to support staff and committees
4. Manage and Coordinate Admin staff
5. Presbytery Office Management
6. Presbytery Education Center Property Management (*shared*)

B. Pastoral Support:

1. Logistical support for programs for pastors
2. Logistical support for committees that support COM pastors/CPM students
3. Communication for pastors

C. Congregations:

1. Communication support
2. Logistical support for committees that support congregations
3. Communication for congregations

D. Regional Meetings:

1. Provide support of Regional meetings through communications and logistical assistance

E. Other Executive Duties

1. HR Support on behalf of Personnel and the Presbytery

III. *Reports to the Personnel Working Group and the Collaborative Leadership Partners. This person is a team player, relationally oriented, with a strong pastoral presence.*

Title: Partner of Operations and Presbytery-Wide Communications

Purpose: Serve as Partner of Operations and Presbytery-Wide Communications in a collaborative leadership team, for the overall ministry and mission of PSF. As a Partner, the primary focus of this position will be in Administrative Operations, Communications, Logistics and Implementation.

Responsibilities:

1. Executive Partner Functions

- Coordinate, Guide and Implement the work and vision of MVL
- Oversee and Support the operations of the administrative office
- Coordinate and Direct communications and logistics
- Coordinate and Support the work of committees and working groups
- Serve as Liaison for PCUSA and Mid-council entities, as prescribed by partner role/position

2. Administrative Operations and Communications

a) Manage Administrative Operations that includes the following:

- Manage Office administrative staff and contractors
- HR support on behalf of Personnel and the Presbytery; these include facilitating and follow-up of paperwork; and Employee Handbook
- Facilitate the maintenance needs of the Presbytery office campus
- Maintain and facilitate office equipment services: set-up service calls; keep a current file of all office equipment contracts and negotiate/renew as appropriate.
- Facilitate and coordinate technical support
- Maintain calendar, including coordinating schedules
- Facilitate the maintenance of all Presbytery data and files
- Facilitate and direct basic office support
 - Mail/email distribution; Facilitate mailings
 - Telecommunications
 - Order supplies
 - Coordinate and support invoicing and billing

b) Direct Communications and Logistics

- Compile and transmit required reports to other councils of the Church and regional Presbytery meetings, as needed.
- Coordinate and direct internal and external communications (website, social media, emails and newsletters)
- Direct and coordinate logistics for Presbytery-wide meetings, events and programs.
- Support of Regional meetings through communications & logistics