

Position Description – August 2022
Presbytery of San Francisco
Partner for Operations and Communications

The Presbytery of San Francisco seeks to hire a Partner for Operations and Communications to join the three-member Executive Partner leadership team. This is a full-time, regular-hire position, to be contracted from November 2022, through May 31, 2023, in alignment with the terms of the other Partners. In conjunction with Mission and Vision Leadership (MVL) and staff, the Partner for Operations and Communications will collaboratively lead and direct Presbytery-wide communication strategy and manage programs, facilities, office operations, and administrative staff, to further the mission of the Presbytery of San Francisco. The position reports to the Presbytery's Personnel Working Group as part of the Executive Partnership Leadership Team.

Essential Functions and Responsibilities

This position serves three major groups – the Presbytery, pastors, and congregations – by performing the following responsibilities:

- A. Partner with Mission and Vision Leadership (MVL) and other executive partners to guide, lead, and communicate the mission and vision of the Presbytery of San Francisco.
- B. Engage with Presbytery leadership, committees, and staff to discern and implement new processes and ways of working collaboratively in support of shared objectives.
- C. Partner with Presbytery leaders and staff to ensure the effective administration of operations, an inclusive workplace, and operations of the Presbytery of San Francisco.
- D. Manage day-to-day operations, office facilities, services, and equipment to ensure effective collaboration onsite or through remote work as needed.
- E. Ensure Presbytery's operational policies and practices are administered fairly and consistently, as guided by the employee handbook, labor laws, and other personnel, payroll, and safety standards.
- F. Engage and support congregations in addressing evolving communication needs and opportunities to connect effectively with church members and the community.
- G. Oversee logistics related to programs designed to support pastors, together with the Committee on Ministry and the Committee on Preparation for Ministry.
- H. Work collaboratively with the other Presbytery Partners to lead and provide pastoral and logistical support to pastors, congregations, and Presbytery committees.
- I. Together with the other Executive Partners, support and facilitate the Mission and Vision of the Presbytery in its stated goals aligned with the PC(USA) Matthew 25 initiative focused on:
 - 1) dismantling structural racism by enabling at least 50 percent of our churches to become Matthew 25 congregations and working toward the racial balancing of all Presbytery committees,

- 2) working toward eradication of systemic poverty by supporting the Partnership Working Group efforts with food pantries and community food organization to address food insecurity, and
- 3) building congregational vitality through regular reviews and discussions with the Presbytery's regional grant-making committees to align efforts with the Matthew 25 goals, and to be supported by educational seminars, workshops, and other activities targeted to address the needs of congregants, pastors, and church staff, as well as youth and young adults.

Core Competencies

- A. Models and articulates strong faith in Jesus Christ
- B. Strong interpersonal skills (good listener; humble, open, and honest; and self-reflective)
- C. Team player with demonstrated ability to work collaboratively with others
- D. Approachable, compassionate leader with integrity
- E. Life-long learner
- F. Ability to work within the consensus model of decision making
- G. Ability to connect meaningfully with small and large churches, urban and suburban churches, and racial-ethnic leaders and churches
- H. Excellent oral and written communication, including the ability to build bridges in cross-cultural interactions
- I. Business acumen and the ability to present information to ensure understanding
- J. Knowledge of organizational communication principles, database tools, and supporting software applications
- K. Understanding of "best practices" and trends in communications, including building cross-cultural connections and engagement
- L. Strategic and fiscal planning tied to organization mission, vision, and goal
- M. Meeting leadership, encouraging participation, and ensuring follow-up
- N. Conflict resolution and negotiation skills

Job Requirements

This position requires:

- A. Bachelor's degree in business, communications, or similar field, or an equivalent combination of education and work experience relevant to the job responsibilities.
- B. Experience with people leadership, office administration, and facilities management.
- C. Proven ability to lead and work effectively within a team, building professional relationships, and dealing sensitively with dynamic issues in a responsive, empathetic, and pastoral manner.

The following attributes are preferred:

- A. Ordination as a Teaching Elder or Ruling Elder in the Presbyterian Church (USA) and possessing a working knowledge of the Constitution of the Presbyterian Church (USA).

- B. Leadership experience and excellent management skills in a religious organization, nonprofit or other mission-driven organization.

Hiring Requirements: Proof of eligibility to work in the United States and a standard employment background check will be required prior to hiring.

Employment Terms: This is a full-time, salaried (exempt) position, including an allowance toward health benefits. Payroll employee, initially contracted from November 2022, through May 31, 2023, at a salary of \$6,927.50 per month. Paid time off for holidays, vacation, and continuing education time as detailed in the employee handbook and employment contract. Job may be performed in a hybrid-work model, i.e., a combination of work on-site at the Presbytery offices and remotely, as needed, to accomplish work and collaborate with people most effectively.

How to Apply: Submit resume by **September 15, 2022**, with cover letter by email to: Lori Yamauchi at llyamauchisf@gmail.com (subject: Partner for Operations and Communications)

The Presbytery of San Francisco is an Equal Opportunity Employer and encourages candidates from all backgrounds to apply.