**Position Description**

**Regional Synod of Albany (RSA)**

**Reformed Church in America (RCA)**

**Position:** Synod Communications Coordinator

**Incumbent: Annie Reilly**

**Accountable to:** Synod Ministries Coordinator

**Effective:** November 19, 2014

Compensation based on an hourly basis according to the policies of the Synod Employee Handbook.

Hours: Up to 12 hours per week, including at least three hours in the RSA Schenectady office on Thursdays or Fridays, as coordinated with the Synod Ministries Coordinator.

1. **Principal Responsibilities**
2. Generating content for the RSA website, Constant Contact emails, and Facebook page, and assuming other social media responsibilities as needed
3. Developing a closer sense of community among synod churches and classes via the use of synod communication to promote and report on Albany Synod, classis and local church events
4. Shepherding the writing and development of articles for the RCA denominational magazine, RCA Today
5. Working with the Synod Administrative Assistant to maintain and update the RSA website and database.
6. Providing resources to congregations and church leaders as needed via electronic channels
7. Regular participation at Synod Ministries Board meetings, annual Regional Synod of Albany meetings, and other synod events as needed
8. **Other Responsibilities**

Under the direction of the Synod Ministries Coordinator, carry out other responsibilities as as may be assigned.

1. **Evaluation**

The Synod Communications Coordinator shall be reviewed at least annually under the direction of the Synod Ministries Coordinator, in accordance with the Albany Synod Employment Handbook, on the basis of goals established by the Synod Ministries Coordinator in consultation with the Synod Communications Coordinator, and objectives developed to implement the job description.

1. **Professional Requirements**
2. Strong journalistic writing skills and experience with effective use of social media
3. Cooperative, creative and curious nature, and self-directed and independent working style
4. Familiarity with the RSA and the RCA
5. Strong computer skills, with proficiency in website maintenance, Office products, Google docs, Constant Contact, Facebook, and Twitter