



# United Presbyteries of the Plains

## Part-time Position Description

Associate for Communications - Remote

1864 Hwy 86, Milford, IA 51351

[office@presbyteries.org](mailto:office@presbyteries.org)

### TITLE AND PURPOSE:

The Associate for Communications provides communication support for the work of the three presbyteries, members and congregations, as well as the public. The Associate for Communications is also available to assist congregations in their communication needs as time allows.

### QUALIFICATIONS:

Requires the minimum of a college degree and some experience in the communication field (e.g., social media/technology, newspaper experience, public relations experience, etc.). Proficiency with technology and various communication programs and apps are necessary. The Associate for Communications will be a colleague with current UPP staff working together as a team.

### SPECIFIC RESPONSIBILITIES:

- Develop communications articles, stories, and content that connect and communicate with members and congregations (websites, minute for mission pieces, newsletters, etc.) to better tell the stories of how God is working in our midst.
- Prepare, write, edit, and publish the three presbyteries' newsletters.
- Maintain the Facebook accounts of the presbyteries.
- Design and prepare printed materials for the presbyteries as needed.
- Write stories about events in the presbyteries and important events in congregations, attend these events as necessary, and post content on websites, Facebook, and newsletters.
- Assist staff members in communicating their ministry in effective ways (i.e., brochures, promotional materials, and digital media).
- Maintain the three presbyteries' websites in collaboration with our online vendor, [Worship Times](#), and ensure accuracy of content.
- Stay current with developing social media technologies and trends to best promote the presbyteries' ministries.
- Provide consultation to congregations about their communication and technology needs as time allows.

The above position description is intended to describe the general nature and level of work being performed by people assigned to this job. This is not intended to be construed as an exhaustive list of all responsibilities, duties, skills, knowledge, and abilities required of job applicants. With input from the Associate for Communications, the employer retains the discretion to add or change the functions, responsibilities, and/or qualifications for this position at any time.

**EMPLOYMENT ARRANGEMENT:** The United Presbyteries of the Plains (Des Moines, North Central Iowa, and Prospect Hill) are seeking to hire an individual who can fulfill the above job description whether as an independent contractor, or part-time employee with benefits. Independent contractors may use their own equipment such as computers, cameras, and software to accomplish the job. Necessary equipment will be furnished for a part-time employee. It is expected that the tasks can be completed in 20 hours/week with a well-communicated, flexible schedule.

This is primarily a remote (home office) position, but some travel will be expected. Travel expenses will be reimbursed. Mileage will be paid at the IRS rate.

This position is part-time for up to 20 hours/week.

**ACCOUNTABILITY:**

- The Mission and Ministry Executive and the Pastor to the Presbyteries will act as supervisors. An annual review of performance and compensation will be conducted by the Executives in collaboration with the Personnel Commission.
- The successful candidate will attend regular staff team meetings (usually via videoconference) to plan work and participate as colleagues and partners in ministry.
- Team communications will be primarily via email, but also include phone calls & texts, and videoconferences.

**REVIEW AND EVALUATION:**

There shall be an annual performance review based upon the position description and annual work plans conducted by the Mission and Ministry Executive and the Pastor to the Presbyteries as supervisors. A written review will be shared with the Associate for Communications and the Personnel Committee.

**ALL STAFF WILL BE EXPECTED TO:**

- Work collaboratively to fulfill the vision and mission of shared ministry among the presbyteries.
- Create an atmosphere which promotes Christian values and good staff morale.

**PART-TIME EMPLOYEE BENEFITS:**

Salary starts at \$20/hour

Vacation 4 weeks (20 workdays)

Annual Continuing Education \$500 and 5 workdays

Pension, Medical, Death and Disability through the Board of Pensions of the PCUSA

Other benefits and policies as set forth in the United Presbyteries of the Plains Handbook

**TO APPLY:**

Send a cover letter, resume and list of references to: [office@presbyteries.org](mailto:office@presbyteries.org)

Position is open until filled. Applications will be processed as they are received.