

SYNOD OF THE TRINITY CONNECTION COORDINATOR, FULL TIME

JOB SUMMARY: This Connection Coordinator focuses on “connection” as it is emphasized in the Synod Ends (goals), giving life to our understanding of shared resources and resourcing. It provides support to those living out the governance and mission of the Synod, and resources Synod constituencies by connecting them to internal and external grant opportunities.

ACCOUNTABILITY: To the Synod Executive

RESPONSIBILITIES:

GRANTS DEVELOPMENT AND SUPPORT:

- Facilitate Synod-wide Grant Process; including grants development, distribution, applicant evaluation and subsequent communication and follow up
- Coordinate with the work of communications to share stories of grant implementation
- Reframe and Facilitate Self Development of People (SDOP) Grant Process to renew this work in the presbyteries where possible
- Maintain connections with local SDOP groups and develop follow up process that is relationship based
- Acquire basic skills in grant seeking and writing to support and enhance the work of congregations and presbyteries in this region. Training provided through the Synod if needed

EVENT PLANNING AND LOGISTICS:

- Coordinate logistics for Synod gatherings (space, technology, program, catering, travel, hotel rooms, etc.)
- Create and manage online registration processes and feedback loops for Synod work
- With Communications Coordinator, develop event/activity publicity and meeting materials
- Research/utilize technology to schedule meetings and maintain efficient, quality communication and connection between staff members and Synod leadership
- Effectively research and recommend contracts with venues for Synod events

GOVERNANCE AND ECCLESIAL SUPPORT

- Serve as confidential first line of support for the work of the Stated Clerk, specifically as it relates to the annual Synod Assembly and the Permanent Judicial Commission process
- Assist the Stated Clerk collegially with preparation of Assembly and Governing Commission minutes, and the bi-annual denominational Synod minutes review

GENERAL

- Provide support for the development of mission and ministry reports/articles
- Participate with the Staff Team to maintain shared files
- Maintain internal Synod Databases
- Assist with the development of Advisory Teams
- Maintain Administrative Manual folder, insuring current copies of all documents
- Occasional nights away as necessary for program
- Participate collaboratively as a member of staff team to further the ends of The Synod of the Trinity in service to this region of the PCUSA, gather for staff meetings and possible offsite opportunities as negotiated (all expenses paid), including occasional overnights away
- Financial Support: Receive cash and checks for weekly deposit and prepare deposit
- Perform other appropriate duties as assigned by the Synod Executive



CHARACTERISTICS:

1. Vibrant Faith
2. Integrity and maturity
3. Sense of self and composure
4. Curiosity and high energy
5. Exercises discretion and sound judgment in using and sharing information
6. Demonstrates a willingness and ability to learn the necessary components of the position
7. Works well in an interdependent, team-oriented environment
8. Functions well with minimal supervision; entrepreneurial; a self-starter

PROFESSIONAL SKILLS:

1. Organizational skills and attention to detail
2. Highly proficient in the use of computers, Word, Excel
3. Ability to work collaboratively with a variety of individuals, congregations, and presbyteries as well as Synod staff
4. Ability to multitask and prioritize with minimal supervision
5. Excellent teamwork skills
6. Exceptional written and oral communication skills
7. Ability to nurture an interdependent, team-oriented work culture
8. Event Planning experience preferred
9. Willingness to learn skills as needed for the work
10. Knowledge of PCUSA preferred
11. College degree preferred

RELATIONSHIPS:

1. Accountable to the Synod Executive
2. Works collaboratively with Stated Clerk.
3. Works interdependently with other Synod Staff.
4. Works daily with Synod constituency.

Qualified applicants should send cover letter and resume to:

trinityconnectioncoordinator@gmail.com

Application deadline August 26th, 2019

THE SYNOD OF THE TRINITY PRESBYTERIAN CHURCH (U.S.A.)

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