

The Presbytery of Middle Tennessee
Job Description: Operations and Communications Coordinator
(Full-time: Exempt)

The Operations and Communications Coordinator provides essential administrative, operational, and communications support to the Presbytery of Middle Tennessee. This position works closely with the Executive Presbyter, Stated Clerk, and other staff to ensure smooth daily operations, clear and consistent communication, and effective coordination of Presbytery gatherings, resources, and initiatives.

Essential Duties/Responsibilities

1. Administrative & Operations Support
 - a. Serve as the primary administrative resource for the Presbytery, managing daily operations such as phone calls, supplies, mail, equipment, and file systems
 - b. Coordinate logistics for Presbytery meetings with Executive Presbyter and Stated Clerk, including preparing agendas, assembling and distributing meeting materials, arranging meeting spaces (in-person and virtual), and tracking attendance
 - c. Maintain designated administrative files, agreements, and operational records as assigned by the Executive Presbyter and Stated Clerk
 - d. Review, obtain approval of invoices, and forward to bookkeeper

2. Communications & Technology
 - a. Develop, manage, and distribute all internal and external communications, including print and electronic media, such as newsletters, social media, website updates, and email announcements
 - b. Arrange audiovisual and technology support for meetings, online gatherings, and hybrid events
 - c. Coordinate design, formatting, and distribution of communications materials in alignment with Presbytery's mission and branding

3. Liaison & Support
 - a. Assist with information dissemination between staff, committees, and commissions as assigned by the Executive Presbyter and Stated Clerk
 - b. Support coordination of special events, training opportunities, and mission initiatives

Relationships & Accountability

- Reports to the Executive Presbyter
- Works closely with the Stated Clerk, treasurer, bookkeeper/accountant, committee and commission chairs, and other Presbytery staff
- Maintains collaborative relationships with volunteers and ministry partners

Essential Skills, Gifts and Experiences

- Familiarity with the Presbyterian Church (U.S.A.) structure, polity, and mission; willingness to learn and adapt as needed
- Strong written and verbal communication skills with the ability to tailor messages for various audiences
- Excellent organizational skills, with the ability to manage multiple priorities and meet deadlines
- Proficiency with office software, content management systems, social media platforms, website development, online meeting tools, and audiovisual and technology tools
- Demonstrated ability to work collaboratively, maintain confidentiality, and approach work with flexibility and adaptability
- Cultivator of environments of trust, transparency, and inclusion in all communications and interactions
- Supporter of the mission and ministry of the Presbytery with prayerfulness, creativity, curiosity, and adaptability

To respond please email: *personnel@pbymidtn.org*