



Indiana-Kentucky Conference **UNITED CHURCH OF CHRIST**

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November 25, 2009

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TO: Authorized Ministers, Indiana-Kentucky Conference UCC
FR: Stephen C. Gray, Conference Minister, Personnel Committee of the Board of Directors
RE: Application for Communications Coordinator, Indiana-Kentucky Conference UCC

Colleagues:

This is the second of two letters being sent to you about staff transitions and searches in the Indiana-Kentucky Conference, UCC.

Central to the implementation of the Indiana-Kentucky Conference Vision Plan, adopted by the 2007 Annual Meeting, is improved and enhanced electronic communications to benefit the local congregations of the Conference.

Toward that end, at its November 6, 2009 meeting, the Board of Directors eliminated two current staff positions as of December 31, 2009, in order to create the new position of Communications Coordinator. The two staff positions which were eliminated were the Editor of the I-K COLLAGE and the Receptionist & Resource Center Support Staff. Lisa Bennett has served for over a year as our Receptionist and Marda Dewey has faithfully served as Editor of the I-K COLLAGE for some 15 years. We are thankful to both of these staff members for their faithful years of service!

The job description for the Communications Coordinator is enclosed. The major focus of the position is to maintain the Conference website and other communication media as well as performing other administrative duties in our Indianapolis office.

The Communications Coordinator will be a part-time 25 hour per week position with benefits (health and dental insurance will be provided on a pro-rated basis). Members of, or persons familiar with, the United Church of Christ are preferred.

Please share this job description with members of your congregation who you think might be interested.

Interested persons are asked to apply by sending a resume to Administrative Assistant Valerie Ruess at execsec@ikcucc.org. The deadline for receiving applications is December 16, 2009.

Enclosure

**COMMUNICATIONS COORDINATOR
Job Description**

**INDIANA-KENTUCKY CONFERENCE
UNITED CHURCH OF CHRIST**

JOB SUMMARY: Maintain a comprehensive communication system; answer phone and greet visitors; coordinate and maintain resources; meeting preparation; order and inventory supplies; other duties and functions as assigned.

Responsibilities:

- 1) Communications Coordination
 - a. Maintain the Conference website
 - b. Develop and produce external communication media (print, direct mail, email, website)
 - c. Network with conference boards, committees and associations to facilitate communication
 - d. Review and glean relevant information from newsletters and other communications of local churches and share where appropriate
 - e. Develop systems and vendor support which will ensure that all electronic/web-based communication is functional and database information is readily available
 - f. Continue to seek new technologies and opportunities to improve the effectiveness of Conference communication
 - g. Be a resource to advise local churches in their communication ministry
 - h. Provide creative counsel and direction about communication for various committees and activities of the Conference
- 2) Answer phone and greet visitors
 - a. Direct calls, take messages, assist callers
 - b. Check voice mail daily
- 3) Resource Coordination
 - a. Identify and inform clergy, lay leaders and churches about resources available, and help connect them with these resources
 - b. Order material
 - c. Process material: Update database and website, record transactions, process requests
 - d. Forward/respond to correspondence
 - e. Keep supply of IKC produced material
 - f. Organize & keep track of distributed material
- 4) Meeting Preparation
 - a. Follow-up emails and phone calls
 - b. Set up for meetings and clean-up following
 - c. Order and set up lunch
- 5) Supplies
 - a. Order and keep an inventory of general office and hospitality supplies, and pick up supplies when necessary
 - b. Print letterhead, envelopes, and miscellaneous office forms
 - c. Order copier/duplicator supplies
- 6) Attend and help staff the IKC Annual Meeting
- 7) Assist professional and support staff as necessary

Job Qualifications: Exceptional communication and organizational skills; strong writing and editing skills; knowledge and experience in web design and maintenance of digital information; ability to manage multiple priorities and the discipline to meet deadlines; proficiency in Microsoft Word, FrontPage, Excel, Publisher, Access; ability to operate all office machines and equipment in an efficient manner; ability to establish and maintain effective working relationship with supervising personnel and co-workers; must understand and maintain confidentiality.

Reports to: Administrative Assistant and Conference Minister

Status: Part-Time/Non-Exempt (25 hours per week)

Compensation and Benefits: The position is 25 hours per week. Compensation is hourly and includes a pension plan contribution of 14% of compensation, disability insurance, group life insurance, and health and dental insurance (on a pro-rated basis).

Office Location: Interchurch Center, 1100 W. 42nd Street, Indianapolis, IN.

11-09