

PRESBYTERIAN WOMEN IN THE SYNOD OF THE COVENANT

JOB DESCRIPTION: COMMUNICATOR

Purpose: Promote the work of PWSOC through quarterly newsletters and the web site

Accountability: To the Moderator of PWSOC/CT

Responsibilities:

1. Produce quarterly newsletter gleaned information from PWSOC/CT members. (Summer newsletter shall be a summary of Gathering highlights)
2. Maintain web site, www.pwsoc.org
3. Attend PWSOC/CT meetings unless excused by Moderator
4. Support PWSOC/CT Gathering committee.
 - Gathering flier and brochure
 - Support multi-media presentations at gatherings and trainings
5. Be a resource to and for PWSOC

11/05