

The Presbyterian Association of Musicians (PAM)
Job Description: Young Adult Volunteer

Title: Young Adult Volunteer

Reports to: PAM Executive Director

Job Classification: Part-time, 10-15 hours per week

Work Location: PAM office, 100 Witherspoon St, Louisville, KY 40202 (remote may be an option for some of the hours)

Work Schedule: 1st Shift

Estimated Start Date: 8/1/2023

Estimated End Date: 8/1/2024, but may be extended based on availability

Overview:

With its offices in the Presbyterian Center in Louisville, Kentucky, the Presbyterian Association of Musicians is a national organization of the Presbyterian Church (U.S.A.) for those involved in the areas of worship, music, and the arts. PAM serves and works with congregations, presbyteries, and synods to provide formative and collaborative experiences with God and neighbor to nurture relationships and create community.

Job Summary:

To support the office of the Presbyterian Association of Musicians in-person (Mondays) and virtually; assist the Communications Specialist and Executive Director to 1) implement the communications strategy to position PAM as the primary voice within the PC(USA) speaking on worship, liturgy, and music; 2) to implement and utilize the new donor CRM software and support PAM with short and long-term development needs.

Responsibilities/Essential Functions:

Communications:

- Manage PAM's email account.
- With Communications Specialist, create and schedule regular social media posts to promote the organization, its resources, and upcoming events.
- Add and update all office and organization's events and activities in PAM's organization calendar.
- Post job listings to website.

Development:

- Enter or import all donations into CRM software. Donation sources include, but not limited to, CSV files from external sources (Vanco, MemberClicks, Facebook, etc.), conference offerings, and mailed donations.
- Ensure all work and contacts with prospects and donors are entered into CRM.
- Generate and send acknowledgements, annual statements, and ongoing communications to donors and potential donors.
- Assist with fundraising needs as requested by the Executive Director.
- Provide support to the Development Committee to ensure successful events, appeals, and campaigns.
- Support Executive Director with office requests (development reports, development-related shipping, copies, scheduling meetings, distributing mail, etc.).

- Assist Executive Director to identify giving trends among donors, potential for major gifts, lapsed donors, etc.
- Assist Executive Director to create the Annual Case for Support and Advancement Plan.

Other Responsibilities:

- Participation in Board, Committees, and Staff meetings when requested (via Zoom or in-person)
- If you choose, serving as the Office Intern at the annual Worship & Music Conference (not a requirement for this role).

Core Competencies:

Mission Ownership – demonstrates understanding and full support of the mission and values of PAM. Consistently embodies beliefs and values of PAM in behavioral choices and online presence.

Integrity and Trust – Viewed as a positive role model; regarded as trustworthy by others; communicates diplomatically and appropriately in direct, honest and transparent ways; responds to situations with constancy, reliability, and respect.

Confidentiality – able to maintain confidentiality with sensitive donor information, conversations involving donors and donations, and grant information.

Initiative – self-starting and regulating. Enjoys working individually and with a team.

Attention to Detail and Aesthetic Awareness – tends to small details while keeping larger picture in mind, resolves unanswered questions to address a problem.

Theological Maturity – shows strong personal depth and spiritual grounding in the Reformed tradition. Awareness of issues facing the PC(USA). Ability to articulate consistent theological voice.

Creativity and Innovation – generates new ideas. Makes new connections among existing ideas to create fresh approaches.

Written Communication – writes clearly and succinctly, employs correct grammar, punctuation, and patterns of speech. Clearly delivers message in a tone appropriate to the content.

Technical Expertise, including:

Wix, Facebook, Instagram, Canva, YouTube, Dropbox, Google docs, Microsoft Office Suite (primarily Outlook, Excel, Word), Adobe Acrobat