

## The Presbytery of Yellowstone Seeks Stated Clerk



- \*A salaried, one-third time position
- \*Some travel required (reimbursed)
- \*3-year renewable term, beginning May of 2021
- \*Geography includes southern and eastern 2/3 of Montana, with the presbytery office in Bozeman
- \* Desired attributes: servant leader, self-starter, proactive communicator, ability to delegate responsibilities and exercise adaptive leadership, organized, accountable, technologically literate, mission and faith-driven
- \* Must be a PC(USA) Ruling Elder or Minister of the Word and Sacrament
- \* Responsibilities include record keeping, meeting coordination, election administration, clergy and congregational polity support and interpretation, general communication and administration.
- \*Requires knowledge of Microsoft Office, smart phone, and other office management tools

Application is available at [www.yellowstonepcusa.org](http://www.yellowstonepcusa.org).

Applications will be received until April 10<sup>th</sup>, 2021

For more information contact Jody McDevitt, [jody@fpcbozeman.org](mailto:jody@fpcbozeman.org)