

## **Communications Department**

### **Manager Job Description**

#### **SUMMARY**

The Kirk in the Hills Presbyterian Church in Bloomfield Township seeks an experienced communications professional to serve as the Manager of Communications. In this full-time role, you will work closely with our pastors, church staff, communications committee and ministry teams to develop and implement branding, communication and marketing strategies and materials that effectively communicate our strategic goals for engagement and growth.

We are looking for a creative individual with strong writing, editing and design skills to produce informational, educational, and inspirational content, manage goals and deadlines, and engage our membership, partner organizations, and our target markets. A deep understanding of the church community sector is a plus.

The Manager of Communications will oversee all communications, marketing, and branding strategies undertaken by Kirk in the Hills; and will report to the Executive Pastor and collaborate with the Kirk Communications Committee.

This is a fast-paced environment with a wide array of regular programming and events that happen on a weekly, monthly and annual basis. You will be coordinating with both staff and volunteers (many of which may be leading committees, teams and the governing councils of the church). Strong organizational skills, the ability to think and act quickly, a good sense of humor, and attention to detail will be paramount for success.

#### **SKILLS:**

Strategic Planning, Digital Media Proficiency, Crisis Communication, Strong Interpersonal Skills, Analytics and Insight Generation, Ethical Standards, Active Listening.

#### **TOOLS & SOFTWARE:**

Website Content Management System, WordPress, Adobe Creative Cloud, Microsoft 365, Microsoft Teams, ZOOM, Meta Business Suite, LinkedIn, Google My Business, Vimeo, YouTube and Boxcast, Google Analytics, Constant Contact, Realm, Shelby, and Formstack

#### **RESPONSIBILITIES:**

- Coordination and prioritization of all committee requests for communications.
- Process development, improvement and enforcement.
- Consistent updates to the church's website.
- Maintenance of the church's social media accounts and postings.
- Preparation of the weekly congregational communications, print and digital.
- Provide hands-on and advisory assistance to staff and volunteers for the marketing needs of the church, which may include the creation of brochures, flyers, newsletters, posters, signage, etc.
- Coordinate video and photography as requested of various staff members and church members for use in communications about various activities and offerings of the church.
- Maintenance of publication standards, including the use of the church's logo, font type and size for printed materials, graphic standards for all communications.
- The Archiving of electronic media and photography for usage and long-term storage.

- Additional responsibilities as deemed necessary by the Pastoral advisor and the Communications Committee.
- Attend all Communications Committee meetings.

This is Full-time position, requiring at least 40 hours per week.

Salary range \$50,000 to \$60,000

Full Benefits Package: Medical, Dental, Short- and Long-Term Disability Insurance, 403b plan  
Paid Time Off

Qualified Candidates should submit their resume to [info@kirkinthehills.org](mailto:info@kirkinthehills.org)

The [Kirk In the Hills Presbyterian Church](#) is a member of the [Presbyterian Church \(USA\)](#) and part of the [Presbytery of Detroit](#) which includes churches in the Detroit Metro/southeastern Michigan region. The Kirk is one of the largest churches in the region. The church buildings and grounds are situated on 40 acres of the former estate of Col. Edwin S. George, which was known as [Cedarholm](#). In addition to the former residence, which is integrated into the church buildings, our facilities include Kirk Abbey (our Christian Education and fellowship hall) and our Sanctuary which is patterned after Scotland's famed Melrose Abbey. The [Kirk in the Hills Preschool](#) is also on the grounds of the property but is managed and supported by a separate staff.

Kirk in the Hills has a long-standing record of nondiscrimination in employment and opportunity because of race, color, national origin, ancestry, citizenship, disability, sex, sexual orientation, gender identity or expression, marital status, height, weight, age, veteran or draft status or any other category protected by law.