

Director of Communications – Full Time

Salary Range: \$45,000 - \$48,000

Job Description:

Northminster Presbyterian Church in Indianapolis, Indiana, seeks a talented, creative, and organized communicator for the Communications Director role. This position is a *vital* member of the Northminster team and helps create, coordinate, and manage the church and staff's internal and external communication needs.

About Northminster

Northminster is a historic and well-established PC(USA) church nestled in the heart of the Midtown Broad Ripple area. Northminster is a church steeped in tradition while also embracing progressive and inclusive values. It's an exciting time for Northminster with the welcoming of a new Pastor with a fresh vision geared towards connecting and partnering with those in the local community.

Benefits:

This is a full-time exempt position with the option for hybrid office/remote work and a flexible schedule. Benefits include health insurance, 3% 403b match, PTO, cell phone stipend. Church membership and regular Sunday worship attendance are not required for this role.

Reports to: Pastor/Head of Staff

General Responsibilities:

1. Content
 - Create or develop all content for marketing, newsletters, social media, and other church communications and portals, including writing copy, editing videos, and taking photos.
 - Work with volunteers, pastor/head of staff, church members, staff, and others to develop, collect, curate, and project manage content for marketing, newsletters, social media and other church communications and portals.
 - Proofreading and correction of submitted materials before publication or posting
2. Website
 - Manage, design, and update the website, including content, information, articles, live links, and photos
3. Congregation Communications included within responsibilities:
 - Weekly e-mails and congregation alerts, including design, graphics, live links, and content
 - Maintain content and programming of on-site video monitors
 - Collection of shared content for biweekly mailing.
4. Social Media
 - Manage NPC social media accounts and create or cultivate content for the same

- Create and implement strategies to grow the number of followers and social engagement, including the occasional use of social media advertising
- 5. Additional Tasks
 - Promote, and assist in creating content, for the Sound and Spirit concert series.
 - Maintain NPC photo database
 - Support committees and teams of the congregation in marketing and communication needs, including community outreach and Proclaim publication.
 - Facilitate means for various teams, committees, and individuals to request communication assistance (e.g., form)
 - Provide graphic design input in creating posters, flyers, and online marketing as required.
 - Track online worship attendance (assist in the creation of appropriate ‘formula’)
 - Support live stream events with slides, video, etc.
 - Work with communications team on branding and style guide
 - Periodic attendance at various events for promotion purposes, and occasional session meetings for updates, weekly worship attendance is not required
 - Other duties as assigned

Qualifications:

1. Bachelor's Degree.
2. Strong written and oral communication skills.
3. Strong organizational and project management skills.
4. Experience working within a small team in a non-profit environment.
5. Initiative and a self-starter.
6. Experience in graphic design and the Adobe Creative Suite is highly desirable.
7. Experience in email marketing and automation.
8. Experience in print layout/design.
9. Experience using a CMS (we use Fishhook CMS), basic HTML and CSS knowledge.
10. Experience using church management software (we use Shelby ChMS).
11. Experience in digital/print advertising and non-profit ad campaigns.