



## ***NOTICE OF POSITION***

**Title:**                    **Communications Manager**  
**Reports to:**            Director of Stewardship & Member Relations  
**Direct Reports:**      None

### ***General Description:***

The Brick Presbyterian Church in the City of New York is a prominent, nationally-recognized, PC(USA) congregation on the Upper East Side of Manhattan with a 250-year history of traditional worship, Christian education, mission outreach and regular fellowship programs. The church is also home to the highly regarded Brick Church School, which provides early-childhood education. We are seeking a communications manager who has proven experience in all facets of communication: social media, brand, web, and messaging who will work with church leaders to improve church communications, create engaging and cohesive messaging and improve name recognition, spiritual awareness and member loyalty, with the ultimate goal of growing church membership.

### ***Main Responsibilities:***

- Produce all communications in all formats
  - Maintain the church and school websites
  - Populate and monitor social media presence, including Facebook, YouTube, Instagram, and Livestream
  - Edit and produce the Church's Annual Report
  - Create fliers, posters and banners
  - Assemble weekly email blasts and targeted email communications
- Plan communications strategy
  - Understand all programs of the church
  - Present and evolve the strategy to more effectively utilize new and existing technologies and formats
  - Gather and utilize website and social media analytics to enhance effectiveness
- Coordinate communications operations
  - Work with staff and volunteers to enable and enhance all communications needs
  - Coordinate and integrate communications agenda with church and school
  - Enforce brand guidelines; maintain consistent brand elements
- Source communications content
  - Create and edit graphics, photographs, and videos
  - Be present at events and Sunday worship to generate content
  - Seek out staff and the congregation at large to discover stories that need communicating
  - Maintain communications content and archives library
- Ensure confidentiality of all sensitive information across all communications activities

### ***Skills and Knowledge Required:***

- Bachelor's degree in Communications, Journalism or related field
- 5 – 7 years of experience in a communications production role
- Excellent writing and editing skills, graphic design, video production, knowledge of AP Style Guide
- Strong knowledge of WordPress, HTML and web publishing tools and processes
- Facility with social media and marketing software (Constant Contact, YouTube, Facebook, Instagram, Twitter, Hootsuite)
- Experience with live-streaming video content
- Mac and PC proficiency with strong skills in Adobe Creative Cloud programs, including: Premiere Pro, Photoshop, Audition, Lightroom, InDesign and Illustrator

### ***Additional Essential Qualifications***

- Exhibits excellent organizational and communications skills and is extremely detail-oriented
- Works independently and is able to manage multiple projects simultaneously
- Takes initiative and is innovative; always trying to improve the model
- Sets deadlines and pivots quickly as needed with changing demands and expectations
- Is open and receptive to ideas and feedback and works well with others
- Demonstrates good judgment and an ability to discern when discretion is needed
- Exhibits impeccable ethics and integrity

### ***Hours:***

- Full-time Sunday – Thursday, with some after-hours work (average one night per week)
- Hours flexible in response to nights, with completion of excellent work product required

**Applicants must submit a resume, cover letter and portfolio of written, graphic, photographic and video samples. Some skills testing may be required during the application process. To apply, email [ltompson@brickchurch.org](mailto:ltompson@brickchurch.org) and include documents as attachments.**