

First Presbyterian Northville has an opening for a Communications Associate to lead marketing and communication efforts via internal and external channels, and also to perform general office duties. The Communication Associate is responsible for producing and editing content, maintaining the web site, and managing the social media presence of the church. The Communication Associate also helps to answer the telephone and greets visitors to the office. The Communication Associate works six hours a day, Tuesday through Friday, with some flexibility in start and end time. The successful candidate must have excellent interpersonal and communications skills as well as computer proficiency in Word and Publisher. Please visit [www.fpcnorthville.org](http://www.fpcnorthville.org) to see the complete position description. The pay range is \$13 - \$15 depending on experience. Interested candidates should send a cover letter and resume to [hr.firstpresby@gmail.com](mailto:hr.firstpresby@gmail.com).