

Are you looking for a challenge? Have you been praying for an opportunity to add some monthly income that would exercise your passions for marketing and developing social media platforms? Do you want to do good in the world and not be tied down to a 40+ hour a week job?

Well, look no further, because the Presbytery of Detroit, is seeking a part-time Media and Marketing Coordinator to help integrate and lead our 80 plus member churches of the Presbyterian Church (USA) into the 21st century world of electronic communication.

Principal Job Duties

- Take lead in encouraging and training member churches to develop and design public relations pieces, advertisements, flyers, brochures, newsletters, websites, and social media platforms for both internal use within their congregations and for sharing among the churches of the Presbytery.
- Take a lead role in developing a coherent communication plan and calendar, in conjunction with the various committees and work groups of the Presbytery to: advertise events, disseminate information, and promote the work of the Presbytery.
- Work with the Presbytery's Director of Operations to continue the development of the current website into a fully integrated communication platform that serves well the member churches of the Presbytery of Detroit.
- Resource/train/assist Presbytery staff and committee members in social media utilization. This includes but is not limited to: Assembly meetings and special events.
- Participate proactively in both regularly scheduled and informal meetings as required with staff members to assure a smooth flow of information.

Required Job Skills

- Proficient in design software and Adobe Creative Suite as well as word processing and other office management software.
- Experience in graphic design and/or communications.
- Experience with social media platforms (Facebook, Twitter, etc.)
- Detail oriented in general and proficient in proofreading materials to be printed.
- Excellent communications skills, both written and verbal. Creative thinker with the ability to use data to inform strategy and decisions.
- Able to work both independently and collaboratively managing time and priorities to complete projects within deadlines.

- A person who is willing to help others learn how to market themselves to the world and to be patient as they develop those skills.

Required Education/Experience

Degree, experience, or advanced course work in computer media technology.

The successful candidate will be expected to work an average of 10 hours per week on an annual contract with generous compensation package that provides flexibility in days and hours on-site at the Presbytery office.

Interested? Please submit your resume to: jobopening@detroitpresbytery.org no later than May 7, 4:00 pm.