



COMMUNICATIONS MANAGER

SUMMARY OF THE JOB

The Communications Manager reports to the Executive Director and controls and oversees the flow of communication and information between the organization and its target audience. You'll work with all forms of media, including digital campaigns, print materials, social media, audio, video, and more.

IMPORTANT THINGS YOU WILL DO

- Work with the Finance Executive to maintain your operational area budget
- Hire, train, develop, and oversee all communications staff and volunteers
- Work with the executive team to develop a strategic marketing plan to tell the Higher Things story in order to increase participation and revenue
- Maintain and oversee Higher Things visual outreach to youth in events and content with layout, graphic design, logos, artwork, etc.
- Communicate marketing campaign analytics and metrics to exec team to improve content and event offerings
- Protect HT copyright and maintain integrity of HT's brand
- Update and maintain the company Style Guide

YOU SHOULD BE...

- Familiar with Higher Things® and share a passion for our mission
- A self-initiating team worker who enjoys collaborating with people in a variety of contexts
- Flexible in your schedule and ability to prioritize, triage
- A skilled written, verbal and digital communicator
- Technologically adept in a variety of digital platforms including Microsoft Office, Adobe programs, Canva, Meta Suite, Tiktok, etc.
- Entrepreneurial and innovative in your mindset
- A member in good standing of an LC-MS congregation

Hours

You should expect to work, on average, about 20-25 hours a week, depending on what's going on in the organization. You may travel a few times a year for meetings and conferences.

Pay

This is a salaried part-time position. You will be a contract employee with an initial contract renewable (pending review) after one year.

ABOUT HIGHER THINGS

The mission of Higher Things is to make the gifts of Christ Jesus known to youth and young adults.