

COMMUNICATIONS SPECIALIST

Summary

This position is responsible for management of communications activities to promote the advancement of Westminster United Methodist Church and its mission; is responsible for development, planning and coordination of WUMC publications and media relations; serves as a key communicator to the congregation via digital and printed means.

Job Duties (include but are not limited to)

1. Creates and maintains digital media
 - a. WUMC weekly updates, surveys, and email blasts
 - b. Social media/ Website maintenance and updates
 - c. Responsible for online worship platforms – including posting “live” service, text notifications, bulletins, and serves as host for Sunday morning online worship.
 - d. Video editing of promotional videos, sermons, and worship services, including Wednesday worship Facebook live.
2. Designs and publishes
 - a. Brochures, flyers, posters and postcards
 - b. Logos (branding)
 - c. Web pages
 - d. Bulletins & additional weekly inserts
 - e. Monthly Newsletter
 - f. Annual publications
 - i. Charge Conference report layout
 - ii. Stewardship campaign
3. Responsible for all church signage
 - a. Digital outdoor sign
 - b. Digital and printed signage, including announcement slides for sanctuary and other display monitors
 - c. Bulletin board displays
4. Develops marketing and communications strategies and plans
5. Works with ACS Realm team to build the WUMC app & online directory
6. Works with staff on publicity for special events
7. Assists with other office duties as needed

Qualifications

1. Communications and office administrative experience preferably in a church or small office environment.

2. Self-motivation, multi-tasking, able to adapt to a wide range of responsibilities and flexibility in job duties.
3. Professional Degree – Associates or Bachelors (may be substituted for professional experience)
4. Proficient in technology (Microsoft Office and graphic design software)
5. Video editing skills including iMovie experience preferred.
6. Excellent verbal and written communication skills
7. Familiarity with social media platforms & website management