**Job Description**

**Title:** Communications Coordinator

**Department:** Administration

**Position:**  Part Time: 10 hours per week. This adjusts to the needs of the ministry and may be more or less at times.

**Support:**

Along with Angleton First UMC pastors and his/her fellow staff members, the Communications Coordinator will personally support the United Methodist ***CALLING*** to

***Make disciples of Jesus Christ by Loving God | Growing Together | Serving Others.***

In addition, he/she will honor the following ***PRACTICES*** OF Angleton First UMC:

* ***Show Radical Hospitality***
* ***Be in Passionate Worship***
* ***Commit to Faith-Forming Relationships***
* ***Be in Risk-Taking Missions and Ministry***
* ***Show Extravagant Generosity***
* ***Be in Fervent Prayer***

**Skills:**

* Exemplifies an interest in Christian growth and makes consistent efforts to grow in his/her walk.
* Ability to easily express his/her personal relationship with Christ.
* Ability to envision, plan, and implement churchwide communications for all areas of ministry.
* Ability to work with tight timelines and to do so with accuracy.
* Willingness to research and learn new and creative ways of communicating both inside and outside of the church.
* Ability to produce clear, vision focused, communications that call people to action.
* Ability to research community happenings and communicate to supervisor while offering suggestions on how to get the church connected.
* Ability to work productively with minimal supervision.

**Qualifications:**

* Excellent written skills that are audience appropriate.
* Possess outstanding organizational skills and attention to detail.
* Ability to use time wisely and multi-task.
* Trustworthiness and holds confidentiality while displaying excellent discernment in making timely and appropriate decisions.
* Pleasant demeanor; flexibility and willingness to provide assistance to all First UMC staff, volunteers, and church members in which he/she interacts.
* Bachelor’s Degree in Communications and/or similar work history and experience.

**Essential Functions:**

* Coordinate appropriate letters to: first time guests, prospects, and members who have been absent for several weeks.
* Working toward the goal of providing a high impact and warm/friendly first impression at First UMC.
* Work closely with Senior Pastor to improve signage and non-verbal communication on the campus of First UMC.
* Communicate opportunities of: loving God, growing together, and serving others to both church and community members.
* Keep the congregation informed in a timely manner on all approved church news.
* Utilize both external media (both print and electronic) to promote and brand First UMC under the guidance of the Senior Pastor.
* Effectively develop internal publications.
* Keep the church website up to date, effective, and user friendly at all times.
* Utilize social media sites to reach existing and new members.
* Maintain the church marquis weekly with appropriate information.
* Study and look for best practices of communication from other churches and their social media and websites.
* Creates weekly worship bulletins, weekly social media posts and calendars, monthly newsletters, and takes notes at weekly worship meeting and distributes to appropriate persons.
* Develop and oversee the streamline for all weekly worship services.
* Other tasks as assigned by the Supervising Pastor.

**Accountability:**

The Communications Coordinator is responsible to the ­­­­­­­­­­­­­­­Senior Pastor or, in his/her absence, to the directed member of clergy.

I have read and received a copy of my job description. I understand what is expected of me.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPRC Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_