

ALDRSGATE UNITED METHODIST CHURCH
Job Description

POSITION TITLE: Communications Specialist (Contract - Part Time)

DATE: May 30, 2018

SUPERVISED BY: Church Administrator

JOB PURPOSE: Support of primary staff and lay leadership to create images and communication pieces in support of the fulfillment of our mission “To know Jesus and to make him known.” In all communications, establish and ensure a high-level of confidentiality.

PRIMARY DUTIES:

Key responsibilities are:

- Develop and distribute electronically delivered weekly newsletter (content provided by clergy and discipleship staff)
- Develop monthly newsletter (content provided by clergy and discipleship staff; distribution to be handled by other admin staff and volunteers)
- Create images to promote Aldersgate events (approximately 3 per week)
- Provide administrative and technical support for maintaining the Aldersgate UMC website; to include weekly updates
- Develop and create publicity items such as ministry brochures and flyers
- Create and distribute six (6) direct mail pieces per year such as special events
- Attend weekly meeting to enhance communication with staff

SKILLS DESIRED:

- Experience in web design and content production
- Working knowledge of MS Office; photo and video-editing software
- Excellent typing and computer skills
- Ability to write captivating content
- Proven communication skills
- Graphic Design
- Creativity
- Excellent Multimedia experience
- Strong ability to multi-task

PREFERRED EDUCATION/EXPERIENCE:

- Minimum: BSc/BA in Public Relations, Marketing, Communications or relevant field