

Job Title: Church Communications & Digital Media Coordinator

Location: Hudson United Methodist Church

Position Type: Part-time – 20 – 25 hours per week

Reports To: Senior Pastor

Job Overview: The Church Communications & Digital Media Coordinator is responsible for providing and coordinating the printed, electronic, and social media messaging to create an inviting and consistent image of the church for both current members and the broad community of prospective members. The primary focus of this role is to coordinate church messaging across all types of media to result in a consistent and positive image. This position will also have responsibility to perform several administrative duties described below. This position plays a critical role in building and expanding the visibility and brand of the church in the community. Church leadership will support this role by providing church mission and vision. This role requires an organized & proactive individual with modern digital media management skills who is tech-savvy and wants to partner with and help grow a faith-based organization.

Key Responsibilities:

Church Communications-Digital Media Coordination: (New Responsibilities)

- Oversee and update the church's website, ensuring content is connecting and regularly updated, accurate, and consistent. Monitor ongoing connections and utilization to develop continuous improvements.
- Manage the church's social media platforms (e.g., Facebook, Instagram, Twitter) by creating and posting engaging content.
- Design attractive and inviting promotional materials for church events and activities using effective graphic design tools.
- Capture and edit photos and videos for church events and services. Obtain permissions for use.
- Edit and/or produce high-quality, engaging video content for social media and online platforms.
- Collaborate with church leadership to develop and implement digital media strategies that align with church goals and values.
- Monitor online engagement and provide insights to church leadership on social media trends and improvement ideas to enhance the church messaging and reach.

Administrative Duties: (Continue with prior responsibilities of Administrative Assistant role)

- Serve as the primary point of contact for church staff and visitors, ensuring a welcoming and professional atmosphere.

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Administrative Duties (Continued):

- Manage church communication channels, including phone, email, and in-person interactions.
- Coordinate church schedules, including events, meetings, and worship services.
- Maintain church records, databases, and membership lists.
- Handle office supplies and equipment ensuring office equipment is routinely maintained and quickly serviced to minimize any downtime.
- Prepare graphically pleasing and accurate church bulletins, newsletters, and other printed materials.
- Support church leadership with correspondence, filing, and data entry.
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent; associate or bachelor's degree in a related field is a plus.
- Prefer 2 or more years of experience in Communication Coordinating and/or Digital Media work.
- Proficiency in digital media tools and platforms, with experience in managing social media accounts.
- Strong organizational and multitasking skills.
- Excellent communication skills, both written and verbal.
- Ability to work independently and collaboratively with church staff, volunteers, and members of the church.
- Familiarity with church culture and values.
- Proficiency in Microsoft Office Suite and graphic design software.
- Flexibility to work occasional evenings or weekends for church events.

Additional Requirements:

- A desire to take point on Communication that promotes the mission and values of the church.
- Ability to maintain confidentiality and handle sensitive information.
- A positive attitude and a spirit of service.