

**JOB DESCRIPTION**  
**Communications Director**

**General Description:** The Communications Director will be a significant member of the Ministry Team of First United Methodist Church. Must have a strong desire to keep the congregation connected to one another – and help the church connect to our community. This professional must possess 1) excellent communication skills (both digital and written); 2) the ability to anticipate and meet deadlines; and 3) be open to learning new techniques and technology as they emerge. Experience with MS Word, Excel, Publisher, Adobe – as well as website management and various social media formats is also needed.

This is a part-time position (10-20 hours/week) with flexible hours for the right person.

Duties include:

- Webmaster – maintain overall content and refresh church website at least weekly
- Oversee/maintain all social media for the church (Facebook, YouTube)
- Keep abreast of new technologies to help the church connect with our community
- Responsible for overall content, design, and publishing of monthly newsletter (Parish Tidings)
- Publish weekly “Musical Lift” video (Wednesday) on Facebook and YouTube
- Edit (as necessary) and publish worship services on YouTube, Comcast Public Access, and church website
- Burn DVD of Worship services and distribute DVDs to local senior living facilities (as requested)
- Attend Weekly Staff Meeting (2 pm Tuesday)

**Draft #2 – August 10, 2021**