Bethesda United Methodist Church
A Wash More Feet Congregation
8300 Old Georgetown Road + Bethesda, Maryland 20814
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Bethesda United Methodist Church welcomes all with open hearts, open minds and open doors. Our faith is deeply rooted in the Methodist tradition of social justice and we support the inclusion of all in every aspect of the life of the church.

Communications Associate

We are searching for a part-time Communications Associate who has excellent organizational and written communication skills and is looking to be part of a close knit team. The hours are flexible however candidates must be able to be in-person on Tuesdays (all day), Thursday (mornings), and other days/dates as arranged with the Office Manager.

Qualifications

- Strong interpersonal and communication skills
- Experience with graphic design, desktop publishing and visual communications
- Strong writing and editing skills, with excellent attention to detail and accuracy
- Experience with marketing and communications preferred
- Self-starter who can work with minimal supervision

Responsibilities

1. Prepare weekly materials (electronic and paper) including bulletin(s) inserts and prayer list, slides for worship services using 'Proclaim' software, email announcements of upcoming activities each week: 'Three Things to Know', 'Weekend Update', prayer chain, and the Sunday worship reminder.
2. Produce monthly newsletter 'The Messenger', other seasonal publications, and flyers including gathering material, copy editing, selecting photos and other visual elements, and layout.
3. Edit other documents as needed.
4. Provide regular updates to the church website
5. Manage electronic messaging and visuals via the electronic bulletin board (outdoors) and video screens throughout the building.
6. Promote BUMC activities to the local community including posting on BUMC social media accounts (e.g., YouTube, Facebook, Instagram, and X).
7. Provide occasional office administration support when the Office Manager is absent.
8. Other duties as assigned from time to time by the Lead Pastor

Please send Cover letter and resume (including two references) to Kris@washmorefeet.org. Candidates will be subject to a background check