

Aldersgate Community United Methodist Church

Job Description

Position Title: **Director of Communications**

Supervisor: **Senior Pastor**

---

Classifications:

- Regular Full Time             Regular Part Time  
 Temporary Full Time         Temporary Part Time  
 Exempt                             Non-Exempt
- 

Schedule: As needed to complete tasks in a timely manner. Many of the tasks can be done working from home.

Hours:

- Less than 20 Hours  
 More than 20 hours, less than 35 hours  
 More than 35 hours
- 

- Supervisor  
 Non-Supervisor
- 

**Paid Time Off (Vacation, Sick, Personal):** Yes

**Job Purpose: My job helps the Community of Faith resemble the Kingdom of God....**

By maintaining a program to effectively communicate with the congregation and community through a variety of media.

**Specific Tasks needed to meet the objectives:**

- Prepare and deliver to the Tech Support person the weekly scrolling announcements by 4pm every Thursday.
- Manage the Aldersgate website. Refresh content to keep the website interesting.

- Attend randomly selected activities at Aldersgate to photograph or video the event then edit and post the results on the church website and/or Facebook page.
- Manage the various Aldersgate Facebook pages. Deliver engaging content to each FB page on a weekly basis.
- Manage other social media (Twitter, Instagram, mobile app)
- Initiate, as needed, advertising in print media such as FW newspapers.
- Edit and publish a weekly electronic newsletter (now known as Aldersgate Connect)
- Attend weekly staff meeting
- Recommend updates/purchases as needed to perform the required duties.
- Submit annual budget requests
- Provide general office support as necessary by answering the telephone, gathering information from/about members of the congregation, and assisting persons entering the office.
- Other duties as assigned by Senior Pastor

#### **Qualifications**

1. Excellent verbal, written, and graphic-arts communication skills
2. Knowledge of Web-site management
3. Knowledge of maximizing Facebook messaging
4. Good publication and graphic arts skills
5. Proficiency with MS Publisher, MS Word, MS PowerPoint, Pro-Presenter
6. Proficiency with Adobe Creative Cloud tools
7. Familiarity with desktop publishing