**Communications and Media Director**

Faith United Methodist Church / Faith Kids Preschool

**Position Summary:**

Faith United Methodist Church’s Communications and Media Director leads with creativity, strategy, and faith, overseeing all aspects of church and preschool communications and media production. This role develops and implements clear, consistent, and compelling messaging that shares the church’s mission, supports ministry programs, promotes events, and engages both the congregation and the wider community. This individual must be flexible, collaborative, and capable of managing multiple priorities and deadlines in a fast-paced, grace-filled environment.

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**Key Responsibilities:**

**Strategic Communication & Branding**

* Develop and execute a comprehensive communication and media strategy aligned with Faith UMC’s mission.
* Ensure consistent branding and messaging across all platforms.
* Create engaging, gospel-centered storytelling to strengthen community identity and outreach.

**Digital & Social Media Management**

* Manage and regularly update the church and preschool website (currently ChurchCo and Squarespace).
* Maintain an active presence across social media platforms (Facebook, Instagram, etc.).
* Create, schedule, and analyze digital campaigns and e-newsletters and weekly texts through MailChimp.
* Utilize tools like Planning Center or Church Center for event promotion and registration (preferred).

**Print, Graphics & Internal Communication**

* Design and distribute weekly bulletins, printed materials, and internal communications.
* Support ministry leaders with messaging, announcements, and communication strategies.
* Maintain high visual standards for all internal and external materials.
* **Media Production & Presentation**
* Create high-quality visuals, videos, and sermon series graphics.
* Support Media Coordinator with video and audio for worship, special services, and online content using Adobe Premiere.
* Support Media Coordinator with operations and manage presentation software (Propresenter) for Sunday worship and special events.

**Event Promotion & Congregational Engagement**

* Partner with ministry teams to promote events and campaigns (e.g., Commitment Sunday, Advent, Faith Kids events).
* Design flyers, signage, social media graphics, and digital invitations.
* Use storytelling to build connection and involvement with church life.

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**Required Skills & Program Proficiency:**

**Must Know:**

* Adobe Creative Suite (Illustrator, InDesign, Photoshop, Premiere)
* Propresenter
* Canva
* MailChimp

**Preferred/Helpful Knowledge:**

* Planning Center / Church Center
* Squarespace
* Google Drive, Docs, Sheets
* Major social media platforms (Facebook, Instagram, YouTube)

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**Key Qualifications:**

* Excellent written and verbal communication skills.
* Proven experience in graphic design, digital marketing, and video editing.
* Strong organizational and time management skills.
* Comfortable managing multiple deadlines, shifting priorities, and jumping in where needed.
* Ability to work collaboratively across departments with grace and adaptability.
* Experience in a church or nonprofit environment is a plus.
* A heart for ministry and storytelling that uplifts the mission of Faith UMC.