**Communication Specialist**

**Quarter Time**

**Job Summary**: Oversee and support the printed, graphic, and digital communication needs of First United Methodist Church.

**Working Hours**: Scheduled up to quarter time hours-Emphasis is placed on meeting the responsibilities assigned to the position. Sometimes more than the number of hours scheduled are needed to achieve objectives. Additional hours required will be compensated with flex hours as directed by the Pastor

**Reports To**: Pastor

**Supervisory Responsibilities**: Lay volunteer teams and contractors or vendors that support the communication plan.

**Education:** High School Diploma or equivalent

**Description:**

Support the mission and vision of First United Methodist Church.

Create, prepare, publish, and distribute all printed, graphic and digital communication materials.

Collaborate with worship team and multimedia specialist in the development of printed, graphic and digital materials needed to support worship services.

Collaborate with staff in the development of printed, graphic, and digital materials needed to support their respective work and the teams, classes, small groups, and ministries they assist.

Cooperate with the staff in the publishing of printed, graphic, and digital communication materials for the website, social media platforms, and scheduled and occasional emails.

Support, when directed, the communication needs of committees, work teams, classes, small groups, and ministries at First United Methodist Church.

Monitor and measure deliverables and outcomes and report progress to Sr. Pastor

Partner with other staff members to promote the general welfare of the First United Methodist Church.

**Salary Range**: $7,500-$14,999