

**POSITION DESCRIPTION & RESPONSIBILITIES:  
COMMUNICATIONS COORDINATOR**

(Approved 10/28/2017)

The Communications Coordinator will utilize all forms of technology and social media to convey the story of our church and expand our ministry.

The Communications Coordinator is accountable to the Lead Pastor and is expected, as a member of the staff of the church to demonstrate the current mission / vision / core values of our local congregation.

The Communications Coordinator's roles and responsibilities include the following:

**1. QUALIFICATIONS:**

- Proficient in web site design and development.
- Proficient/fluent with current social media.
- Highly proficient in verbal and written communication.
- Demonstration of creative talents related to these areas.
- A person who works well with limited supervision.

**2. OVERALL RESPONSIBILITY/ACCOUNTABILITY:**

- The overall responsibility of the Communications Coordinator is to utilize technology and social media to convey the story of our church and expand our ministry.
- Maintain and update our church website in a timely manner.
- Update social media on a daily basis. This is not limited to, but includes Facebook, Instagram, Snapchat, Twitter, and any new media that may become popular.
- Coordinate media delivery with all members of office staff.
- Produce and distribute eNews.
- Gather pictures from church events and functions as necessary for distribution through various formats.
- Narrate the ministry of the church.
- Attend the various worship services on a rotating basis to become familiar with the character and tone of each.
- Additional social media support as needed by Lead Pastor.

**WORKING HOURS**

This is a part time position with fifteen hours per week maximum initially. Hours are subject to review as job develops.

**WAGES**

Hours will be established on an annual basis, usually in the fall for the following year.

**BENEFITS**

As outlined in WUMC Employment Policy.

**VACATION**

As outlined in WUMC Employment Policy.