

Communications Director

First United Methodist Church of The Colony

Hours: 15 per week (hybrid in-person meetings + remote hours)

Reports to: Senior Pastor

Status: Part-time, non-exempt

Compensation: commensurate with experience and church budget

Position Purpose

The Communications Director ensures that the mission and ministries of FUMC The Colony are communicated clearly, creatively, and consistently to the congregation and community. This person manages the church's internal and external communications, including digital media, print design, and storytelling.

Key Responsibilities

Strategic Communications

- Develop and maintain a communications plan that aligns with the church's mission and calendar
- Collaborate with staff and lay leadership to gather ministry/event details, ministry updates, and stories of impact
- Update and Manage church's branding and ensure consistency in messaging and tone

Internal Coordination

- Partner with the Administrative Assistant to ensure adequate distribution of the master calendar of events and programs
- Ensure all ministries have adequate promotion and clarity in communications
- Provide worship and event graphics/slides, print pieces, and signage as needed

Digital Media & Design

- Manage and update the church's website, ensuring accuracy and relevance
- In tandem with the Administrative Assistant, design and distribute weekly e-newsletters, bulletins, and promotional materials
- Create graphics and visual content for sermon series, ministries, and events
- Oversee social media presence (Facebook, Instagram, etc.), ensuring regular, engaging posts
- Capture or curate photos and short videos for storytelling

Volunteer Development

- Support volunteer worship media team
- Provide basic design and posting guidance for ministry leaders
- Work in tandem with Administrative Assistant to design a clear communication workflow for staff and volunteers

Qualifications

- Experience in communications, marketing, design, or related field (church or nonprofit preferred)
- Proficiency in Canva (or graphic design software)
- Experience with email platforms (Constant Contact or Mailchimp)
- Familiarity with website management (Realm, Squarespace, WordPress, or similar CMS)
- Strong writing, editing, and visual communication skills
- Collaborative, organized, and mission-driven

Work Environment

- Combination of on-site and flexible remote work (required staff meetings and meetings with Ministry Team Leads)
- Occasional attendance at worship or major events for media/story capture

Statement of Understanding

All staff are expected to reflect the values and mission of FUMC The Colony in both their work and public life, exercising discernment and integrity in all forms of communication.

To Apply:

Please email a cover letter and resume to Pastor, Taylor Smith

Contact: taylor.smith@fumctc.org

Church Office: 972.625.1281