

Communications Specialist

Reports to: Operations Team Leader / Executive Assistant

Total Hours Per Week: 15-20

Annual Salary based on hours and experience

Wolfforth Methodist Church Mission:

*Wolfforth Methodist Church exists to **invite** all people into a transformative relationship with Jesus Christ, **equip** believers to live-out their God-given purpose, and **send** disciples into the world to share the hope and truth of the gospel.*

The WMC Communications Specialist is responsible for overseeing the church's communications ministry. While supporting the church's mission and ministry objectives, this position ensures that communications resources are managed with integrity, accuracy, and that they represent the church's mission, message, and share our story.

The Communications Specialist must be a practicing Christian with an active faith in Jesus Christ and participation in a local church. They must also be a person of utmost character and integrity so as to earn and maintain the trust of church members, hold all personal information confidential, and interact with the pastor, staff, church lay leadership, and church members in a respectful and professional manner.

Essential Duties & Responsibilities

Content Curation and Management

- Graphic design- In all formats to be used digitally and printed
- Ensure that the graphics are consistent across the board and that they fit with the event, ministry, and the whole of WMC
- Videography- in conjunction with our tech department / Tech director
- Photography- coordinate and manage the team, ensure events are documented through photos.
- Podcast- in conjunction with our tech department / Tech director
- Make sure everything is stored and shared with who needs it

Social Media Management

- Create social media content & posts
- Engage with our church community & the wider community through social media

Website Maintenance

- Manage website
- Update photos and information on the website
- Work with Tech Director to ensure media/sermons are uploaded

Brand Consistency and Voice

- Ensure that all content and communications follow a consistent voice and design that represents WMC
- Work with staff to ensure the vision of the church and the heart of the event are being communicated effectively

Gather & Monitor Announcements

- Gather all announcements from all staff and ministries
- Create and maintain a consistent system of communication- work with operations team leader to prioritize
- Maintain announcements in the following places:
 - Newsletter
 - Website
 - Bulletin
 - Slides/monitors
 - In-Person
 - Electronic church sign
- Keep updated list/calendar of what is being announced, when, and how

Knowledge, Skills, and Abilities

- Excellent organizational and time-management skills
- Strong attention to detail and accuracy
- Strong written and verbal communication skills
- Creativity
- Eye for design
- Adaptability and willingness to learn
- Understanding of church culture, theology, and WMC Mission
- Ability to work independently and collaboratively with church staff, volunteers, and leadership

Work Schedule

- 15-20 Hours a week (will be decided at time of hire)
- Required to attend full-staff meetings 2x per month (Tuesday Mornings 10:30-12:00)
- The remaining hours will be set by the supervisor. These hours have some flexibility to be onsite/offsite.

- Required to attend Traditional Sunday Service (8:30 am) & Contemporary Sunday Service (10:45 am) once a month
- Occasional evening or weekend work may be required for meetings or special church events.

Core Expectations

- Demonstrate professionalism, integrity, and sound stewardship of church resources
- Support and uphold the mission, values, and policies of the church
- Maintain confidentiality in all financial, personnel, and church matters
- Foster positive working relationships with staff, volunteers, church members, and community partners

The Communication Specialist performs other duties as assigned to support the ministry and operational needs of the church.