

Communications, Marketing, and Media Coordinator

Asbury Methodist Church
7501 S. Staples St.
Corpus Christi, TX 78413
361-992-7501

Status: part-time, non-exempt, salaried position

Hours: Average of 25 hours weekly including a weekly evening Praise Team rehearsal, Sunday morning worship, and seasonal evening worship times

Pay rate: range of \$20,000.00 - \$25,000.00 depending upon experience

Reports to: Forrest Deviney, Senior Pastor

Job Summary

The Communications, Marketing, and Media Coordinator supports our mission to make disciples of Jesus Christ within our local community, in our region, and throughout the world by providing communications and marketing support. This position is responsible for comprehensive administration and communication on our website, social media and digital platforms, creating presentation slides for worship, and supervising the media team. Working with the Senior Pastor, the Communications, Marketing, and Media Coordinator ensures excellence in communications efforts. This position requires a valid driver's license and passing a background check as required by church policy.

Responsibilities

1. Communication and Marketing on Social Media

- Create, post, and manage content on the church's FaceBook, Instagram, X, and YouTube accounts, making regular posts to grow our Social Media presence.
- Monitor engagement on social media platforms and respond as appropriate.
- Supervise and establish a media team of volunteers, including youth, to take photographs and make supervised postings on the church's social media platforms.
- Establish and maintain a consistent communication tone and visual identity (Asbury logo) across all digital and print platforms. (As necessary, providing printed media synced with social media marketing.)
- Use and maintain statistics for future growth.
- Keep abreast of trends and new areas for reach ability to effectively communicate the church's messages.

2. Website management:

- Maintain and update the church website, ensuring content is current, accurate, and reflective of our vision, ministries, and events.
- Coordinate with the Senior Pastor and ministry leaders to keep ministry pages and calendars updated
- Apply patches and troubleshoot issues
- Manage hosting account

3. Worship Support

- Create presentation slides weekly for Sunday Worship, including but not limited to advertisements, worship songs, scriptures, and sermon visuals.
- Recruit and supervise a team of volunteers who will assist in running the presentation slides for worship as needed.

March 5, 2026

4. General oversight of all communications

- Ensuring all employees and volunteers contributing to printed and digital communications are trained in church communication policies, ensuring Asbury's brand, communication tone, and values are maintained.
- Keeping current on regulations, best practices, and strategies is required to ensure marketing efforts are both effective, responsible, and protects the church from possible liabilities.

Qualifications

- High School diploma or GED
- Relevant experience
- Background in Visual Arts and social media is required.

Work Experience and Skills

- Extremely strong written and oral communication skills
- Strong interpersonal skills
- Strong graphic design skills
- Creative thinking skills
- Knowledge of social media platforms and marketing strategies
- Website analytics
- Adobe Creative Suite
- Canva
- ProPresenter or other presentation platforms
- Video editing
- Supervising volunteers