

Communications Coordinator
First United Methodist Church of Kalamazoo

Purpose: To effectively create communication of our story to both our internal and external audiences, reflecting and promoting the mission, vision, and values of First United Methodist Church of Kalamazoo in order to create and encourage a presence of hospitality by using high quality content to reach both cross-generationally and cross-culturally.

Accountability

The Communications Specialist is accountable to the Office Manager.

Job Responsibilities

- Develop and execute communications strategy
- Create distribute regular church communications
- Management of social media, especially Facebook and Instagram
- Management of website
- Special email announcements
- Quarterly updates to building display case and bulletin boards

Qualifications & Core Competencies

- College degree and/or 1-3 years experience in relevant field
- Preferred 2+ years of experience in communications, marketing, or public relations (preferably in a church or nonprofit setting)
- Proficiency in basic graphic design tools
- Experience managing websites (WordPress or similar) and email platforms
- Strong writing, editing, and proofreading skills
- Working knowledge of social media platforms (Facebook, Instagram, YouTube, etc.)
- Maintain a high degree of professionalism and integrity

Status / Time Requirements

This is an hourly, non-exempt, at-will position.

Typical expectation of time needed to satisfactorily complete the responsibilities for this position is 32 hours per week. This position can be either fully in-person or hybrid, following a schedule of 3 days in the office and 1 day remote if desired.

Compensation

- Hourly Wage of \$22/hour. Any hours over 40 hours per week to be paid at 1.5 times the hourly rate.
- Health Insurance available for the employee. Premium paid at 80% by the employer, 20% by employee
- Short term disability benefit – Paid by Employer
- Life Insurance Benefit – Paid by Employer
- Paid time off
 - Sick Time – Accrue 1 hour per 20 worked
 - Vacation Time – 2 weeks per year
 - Personal Time – 3 days per year
 - Holidays – 8 specified by church leadership
 - Service-to-Others – 5 days
- Pension contribution match currently at 6%

Values

As an employee of Kalamazoo First United Methodist Church, the Communications Specialist must exhibit and support the church's Mission, Vision, and Core Values in all communication and interactions with members of staff, the church, and the community.

<p>MISSION</p> <p>We are called to:</p> <ul style="list-style-type: none">• Experience God’s Love• Celebrate God’s Love• Share God’s Love	<p>VISION</p> <p>We are a Christ-centered community where our stories are woven with God’s story.</p>	<p>CORE VALUES</p> <p><u>Love</u>: God is Love and all creation is made in love, by love, for love.</p> <p><u>Community</u>: Sacred relationship with God and one another.</p> <p><u>Inclusion</u>: All identities belong and are loved in Christ.</p> <p><u>Justice</u>: Restoration of equity and wholeness.</p>
--	--	---