



FRIENDSWOOD  
METHODIST  
COMMUNICATIONS DEPARTMENT

*Friendswood Methodist is currently seeking to fill the role of Director of Communications.*

**POSITION:** Director of Communications

**TYPE:** Full-time, salaried

**LOCATION:** Friendswood Methodist Church, 110 N Friendswood Drive, Friendswood, TX

**About Friendswood Methodist Church:** Friendswood Methodist Church serves as a place of worship, learning, and support for individuals and families in Friendswood and the surrounding areas. Our mission is to share the life-changing power of Jesus Christ everywhere and every day.

**Position Overview:** The Director of Communications at Friendswood Methodist Church plays a crucial role in effectively communicating the church's message, events, and values to both the congregation and the wider community. This individual will oversee various communication channels, including social media, print materials, newsletters, website content, live broadcasts, and more. The ideal candidate is creative, detail-oriented, tech-savvy, and passionate about leveraging various media to connect and engage with the church's audience.

**Responsibilities:**

- Coordinate and manage all aspects of the church's communication efforts, including social media, print materials, graphic design, newsletters, bulletins and website content.
- Develop, design, and produce engaging visual content for both digital and print platforms using Adobe Creative Suite and other relevant tools.
- Craft compelling copy for a variety of communication materials, ensuring consistent messaging and alignment with the church's values.
- Update, and maintain the church's website to ensure accurate and up-to-date information is available to visitors and members.
- \* Coordinate and oversee the live broadcast of Sunday services and special events, ensuring smooth technical execution.
- \* Build presentations and coordinate volunteers for presentation slides for the congregation on Sunday mornings and special events.
- Manage the budget allocated for communication needs, including supplies, software licenses, and other resources.

- Collaborate with other church staff and teams, including the church's Bright Beginnings Early Learning Program, to support their communication needs and integrate messaging across various channels.
- Troubleshoot and problem-solve technical issues related to communication tools and platforms.
- Utilize social media platforms and social media marketing strategies to engage with the community and promote church events and initiatives.
- Utilize software programs such as EasyWorship, Vimeo, LiveStream Studio, Microsoft Office, email marketing systems (Constant Contact), and church database and planning systems (Planning Center and ShelbyNext).
- Uphold confidentiality and discretion when dealing with sensitive information.
- Complete any other duties as assigned by church leadership.

*\* Friendswood Methodist regularly has two services on Sunday mornings at 9:30 and 11:00 am. Additional services are held on special occasions such as Christmas and Easter.*

#### **Qualifications and Skills:**

- Proficiency in graphic design and print production software (e.g., Canva, Adobe Photoshop, Illustrator, and InDesign)
- Strong understanding of copywriting, graphic design, layout, and publishing principles.
- Familiarity with various social media platforms and experience in social media marketing.
- Exceptional attention to detail and strong troubleshooting and problem-solving skills.
- Ability to pass a background check as required for working with a church community.
- Reliable, punctual, and committed to meeting deadlines.
- Experience with software tools such as EasyWorship, Vimeo, LiveStream Studio, Microsoft Office products, email marketing systems (Constant Contact), and church database and planning systems (Planning Center and ShelbyNext) is a plus. Training in many of these programs is available.
- Experience in video production is a plus.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with diverse teams.
- A passion for technology, media, and communication, with a willingness to stay updated on industry trends.

#### **Application Process:**

To apply for the Director of Communications position, please submit your résumé and a cover letter highlighting your relevant experience to Rev. Howard Huhn at [howard@friendswoodmethodist.org](mailto:howard@friendswoodmethodist.org).