



**POSITION:** Marketing Communications Assistant - Communications Department

**TYPE:** Part-time, salaried

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

**About Friendswood Methodist Church:** Friendswood Methodist Church is a welcoming community dedicated to spreading the life-changing power of Jesus Christ. We serve individuals and families in Friendswood and the surrounding areas, providing a place for worship, biblically grounded teachings, and fellowship. Our services are held at 9:30 AM and 11:00 AM on Sundays, with additional services for special occasions such as Christmas and Easter.

**Position Overview:** We are seeking a creative, detail-oriented **Marketing Communications Assistant** to help amplify our message and engage our congregation and local community. In this part-time, salaried role you will play a key part in developing and executing communication strategies across multiple platforms, from social media to print materials, with a focus on digital media, storytelling, and supporting a meaningful mission, working approximately 15 hours per week with a flexible schedule and core hours Monday - Thursday.

#### **Key Responsibilities:**

- **Social Media & Digital Content**
  - Assist in daily social media engagement, including responding to comments and messages.
  - Help create and schedule content for Facebook and Instagram, ensuring consistency with the church's mission and values.
  - Update the church website weekly with accurate and engaging content, such as prayer updates and event listings.
  - Produce video content for promotional, informational, and worship-related purposes.
- **Graphic Design & Visual Content**
  - Create graphics for social media, newsletters, bulletins, and event materials using tools like Canva or Adobe Creative Suite.
  - Collaborate with the Communications Director to ensure all materials align with the church's branding and mission.
  - Capture photographs during Sunday services and events as needed.
- **Administrative Support**
  - Assist with organizing communication materials and managing receipt submissions.
  - Support the creation and distribution of email newsletters using platforms like Constant Contact.
  - Import and prepare presentation slides for worship services and events.

#### **Qualifications & Skills:**

- Enthusiasm for social media management, graphic design, and digital storytelling.
- Willingness to learn and grow, with training provided for tools like Canva, Adobe Creative Suite, EasyWorship, and more.
- Strong writing and editing skills, with an eye for detail.
- Reliable, punctual, and organized, with the ability to meet deadlines.
- A team player who can collaborate with diverse groups and maintain confidentiality.
- Must pass a background check per church policy.
- **Bonus Skills (Not Required)**
  - Experience in photography and video production is a plus.
  - Familiarity with email marketing platforms (e.g., Constant Contact) and website management tools is an advantage.

#### **Why Join Us?**

By joining Friendswood Methodist Church, you will become part of a dynamic, mission & outreach-driven team focused on positively impacting our community and sharing the life-changing power of Jesus Christ everywhere and every day. This role offers a unique opportunity to work creatively, develop your skills, and build your portfolio, all while contributing to a cause that truly makes a difference. We value flexibility, teamwork, and innovation, and we provide the training and support needed to help you thrive in your role.

We would love to hear from you if you're looking for a part-time position that allows you to be creative, flexible, and work on meaningful projects!

Email your resume and cover letter to [communications@friendswoodmethodist.org](mailto:communications@friendswoodmethodist.org).