

ADVERTISEMENT. TRINITY UNITED METHODIST CHURCH. TALLAHASSEE. ADVERTISEMENT.

Position Title: Communication Coordinator
Classification: Up to 30 hours/week, remote work optional
Compensation: Hourly rate and benefits negotiable

General Duties and Responsibilities: The successful candidate will be responsible for creating and implementing a high-quality communication plan across different platforms and audiences for Trinity United Methodist Church.

Minimum Qualifications:

- Excellent writing, volunteer coordination and communication skills
- Demonstrated knowledge of Word Press
- Strong time management and organizational skills
- Experience in any of the following: journalism, media relations, public relations, marketing or communication and/or educational equivalent

Responsibilities Include:

- Coordinating content from volunteers, staff, UMC communication resources and leadership team with minimal content origination
- Producing monthly newsletter, weekly church-wide communication/promotional materials in support of church initiatives
- Working with developer to ensure website maintenance and volunteers to update website content
- Creating effective social media content
- Preparing and distributing press releases

Please email resume and cover letter to trinity@tumct.org