

Media/Marketing Director

Katy First United Methodist Church

JOB TITLE: Marketing and Media Director

DEPARTMENT: Communications

SUPERVISOR: Associate Pastor

Katy First UMC is faith-based organization. We are a 501 C (3) corporation based on religion.

GENERAL JOB DESCRIPTION

Support the Katy First UMC and staff by developing internal and external communications. Responsible for creating and publishing content, brainstorming ideas, developing publications to raise awareness of our organizations through online and offline channels. Proficiency in Apple environments, Microsoft Office, Pro Presenter, Adobe Suite. Graphic design for written and digital communications. Strong social media skills.

MAJOR DUTIES AND RESPONSIBILITIES

- Graphic Design
- Manage social media and Website
- External Marketing
- Internal Communications
- Audio Visual setup
- Video Production
- Budget Planning

MINOR DUTIES AND RESPONSIBILITIES

- Church photographer
- Meeting/event preparations related to AV
- Assist with general office functions as needed
- Professional demeanor and appearance
- Strong work ethic and punctual
- Maintain confidentiality
- Self-starter, can work independently at a fast pace with flexibility and composure

Dedicated Christian
Must be available to work Sunday mornings.

QUALIFICATIONS FOR THE JOB

Education:

Bachelor's degree in English, Communications, Graphic Design, Marketing, Business, or related field preferred

Experience:

Apple, PC Environments, Microsoft Office, Pro Presenter, Adobe Suite
Graphic design.
Video production
Marketing
All Social Media platforms

Other:

Strong written and verbal communication skills
Organizational and collaborations skills
Proficient in the use of standard office equipment

KEY COMPETENCIES

Marketing, Graphic Design, Media

PHYSICAL REQUIREMENTS

Bending, lifting, moving AV equipment up to 20 pounds. Climbing stairs. A lot of walking.
Sitting for several hours at a time.

