

## Communications and Technology Coordinator

The First United Methodist Church (First UMC), Charlottesville, is seeking a part-time **Communications and Technology Coordinator**. Under the supervision of the Pastor and in partnership with the people of First UMC, the Coordinator will have roles and responsibilities in the key areas of **Communications** and **Technology**. Anticipated work hours are 20 per week (includes Sunday morning worship (8 am -12 pm) and all major church events and holidays. Salary: \$16 – 20/hr.

**Communications** responsibilities will include:

- coordinating with church staff and ministry volunteers to prioritize and manage all church communications
- managing the church website; assisting in the design and production of print and online material related to Sunday morning worship and special events
- overseeing the maintenance of graphic resources
- maintaining visual identity standards across all print, web and social media communications
- serving as the official presence of the church in our online services on Zoom, Facebook, and YouTube.

**Technology** responsibilities will include:

- expanding and enhancing all digital ministry efforts which will primarily involve the production and broadcasting of all livestreamed worship services
- overseeing the use and operation of all audio-visual/multi-media equipment
- managing all church communication platforms (Google Suite, Benchmark, Emails, YouTube Channel, Facebook)
- developing, training, and coordinating volunteers to assist with the audio and video production ministry of First UMC.

**Primary qualifications** include:

- knowledge of and creative use of current communications tools and strategies
- working knowledge of Microsoft Office and other common desktop design programs
- proficiency in video production and online meeting platforms

- familiarity with OBS for video streaming
- familiarity with or ability to learn the existing A/V equipment
- ability to work with volunteers to create a team approach to communications and technology.

Additionally, the position requires a team member who: knows the abilities of both staff and volunteers and is supportive of using their gifts; has an understanding of graphic design, web development, and social media – as well as an understanding of cross-channel content management (Benchmark, YouTube, Facebook, Joomla); possesses excellent written and verbal communication skills; is highly organized and detail oriented with the ability to establish appropriate priorities and meet project deadlines.

Interested candidates should send resume and cover letter to Rev. Alex Joyner at [office@cvillefirstumc.org](mailto:office@cvillefirstumc.org).