

COMMUNICATIONS COORDINATOR (PART-TIME) - Ocala First United Methodist Church

Ocala First United Methodist Church is seeking a 15-20 hour per week communications coordinator to work with a dynamic congregation of all ages. The position requires constant and consistent messaging to the congregation that helps our church achieve its mission and maintain its vision.

Job duties include:

- Writing, designing and editing the church bulletin, e-newsletter, and any advertising
- Handling social media accounts for the appropriate channels
- Designing and updating church website
- Event assistance help as needed

Skills required:

- Minimum of 3 years' experience
- Excellent verbal, writing and editing skills
- familiarity with Word Press
- Graphic design experience
- Public Relations/people skills for all age groups
- Multi-tasking

Submit: Resume and cover letter. Would be helpful if you also submit the following with your materials:

- samples of your writing (e.g. press releases, blog posts, etc),
- examples of your graphic design work
- examples of your social media posts or messaging calendars from previous experience
- other relevant communications materials reflecting your gifts and experience

Send materials to:

Ocala First United Methodist Church
Pastor David Fuquay
1126 E. Silver Springs Blvd
Ocala, FL, 34470
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352.622.3244