



Kingswood United Methodist Church
401 W. Dundee Road, Buffalo Grove, IL 60089
www.kingswoodumc.com

Position: Minister of Communications and Serving
Reports to: Lead Pastor **Liaison with:** Program Staff/Media Arts Coord./Church Administrator
Part-Time Position: 30 Hours per week (could be two positions)
Salary: Average annual salary \$26,000 to \$28,000 based on experience

Job Summary: The Minister of Communications and Service is responsible for providing leadership, direction and resourcing for all ministries related to serving including missions and social justice. They are responsible for the implementation and maintenance of all social media, web and electronic media/communication, event/ministry promotion, and print communication/bulletins related to worship, publicity and church events and functions. This position is not responsible for auction and printed materials related to stewardship and finance.

Primary Responsibilities:

- Coordinate and facilitate mission education, trips, projects, and service with adults.
- Coordinate, facilitate and resource all justice-related ministries.
- Staff Liaison to Justice for Our Neighbors, Thrift Store, Fair Trade, Medical Lending, and Food Pantry.
- Staff and resource Mission Team and Social Justice Team.
- Review, update and maintain church website on a weekly basis.
- Coordinate social media plan including but not limited to Facebook, Twitter, Instagram, etc.
- Promote and publicize church events/ministries through various media and communication outlets.
- Create and send weekly E-News as well as special E-News/death announcement alerts when needed.
- Coordinate mass texting and other forms of direct congregational communication.
- Manage church pictures and listing with online review groups like Google and Yelp.
- Coordinate photographers within the church for major worship services and church events
- Upload photos to Facebook and other social media venues and post up to date pictures on the website
- Enter weekly calendar on monitors and maintain monitor announcements with current information.
- Design promotional images through Canva online software for the monitors, to use when promoting/posting on Facebook, and to use on the screen/slides in worship.

Required Skills/Experience:

- Ability to demonstrate web page design and maintenance experience
- Ability to produce creative and concise communications
- Knowledge and experience with social media outlets.
- Self-motivated, reliable and able to work independently as well as with teams and staff.
- Experience at developing and recruiting leaders.
- Excellent written and verbal communication skills.
- Familiarity with print and electronic media.

Preferred Skills/Experience:

- Knowledge and ability to work with web design software (WordPress and Squarespace)
- Knowledge and ability to work with PowerPoint/Canva, and other software programs as needed
- Knowledge and experience with Constant Contact
- Knowledge and experience of Microsoft Word and Publisher
- Experience in planning and leading mission trips and mission/service projects

Job Conditions/Physical Requirements:

- Part-time (3/4)
- Attend core, program, and full staff meetings.
- Ability to work with teams and volunteers

APPLY by sending an email or letter with resume to:

Rev. James Preston, Lead Pastor
Kingswood Church
401 W. Dundee Road
Buffalo Grove, IL 60089
jpreston@kingswoodumc.com

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