

**GRAPHIC ARTIST/COMMUNICATIONS/SOCIAL MEDIA SPECIALIST | ASHFORD UMC**  
**Job Type: Part-Time (15 hours per week) | Salary: \$15/hour**

Ashford United Methodist Church (“Ashford”), a diverse and growing Christian community in Houston, Texas, is looking for the right person to help lead our church in the areas of **BRANDING**—so that people to know it’s us, **CLARITY AND SIMPLICITY**—so that people easily understand us, **CONSISTENCY AND FREQUENCY**—so that people regularly hear from us, and **EXCELLENCE**—so that people trust us.

**WHAT YOU WOULD DO:**

- Develop and champion a vision for the communications ministry in alignment with the vision and mission of the church.
- Develop a team approach to communications by recruiting, training, developing, and empowering volunteers.
- Oversee the messaging and branding of Ashford’s communications to ensure unity and uniformity of design and message.
- Consult with ministry leaders and staff members to assist them in communicating effectively with the congregation and community.
- Create engaging and informative graphics to enhance communications, including but not limited to: announcements, worship slides, social media, website, marketing materials, special events, etc.
- Develop graphic design layout and content (as needed) for all aspects of communication (i.e. bulletin format, email design standards, brochures, posters, letterhead, etc.)
- Manage all aspects of the church website and provide tech advice for the ACEC Preschool website.
- Manage all social media communications and support the social media needs of various ministry teams, ensuring content is engaging and updated frequently.
- Develop and coordinate external marketing and promotional campaigns.
- Ensure photographs and/or videos of church events & ministry activities are taken and manage church photo/video archive.
- Develop and manage annual budget for communications ministry.
- Attend staff meetings and other church committee meetings as needed.

**WHAT YOU NEED TO BE OR HAVE:**

- Spiritually grounded in Christian beliefs and passionate about communication ministries.
- College degree preferred, but not required.
- 4 years of experience in digital communications.

- Ability to articulate the Gospel message within the context of communication materials.
- High level of skill and experience with Excel, Adobe CS6, and graphic design.
- Strong understanding of social media communications and website design.
- Excellent writing, organizational, communication, and team building skills.
- Ability to set goals, report on those goals, and to achieve goals.
- Ability to recruit volunteers

#### **HOW TO APPLY:**

- Along with a cover letter and résumé, applicants must submit electronic links to view samples of their work to [aumc@ashfordumc.org](mailto:aumc@ashfordumc.org)