

Trinity United Methodist Church
6800 Wurzbach Road
San Antonio, Texas 78240

Job Announcement

Technology, Media and Communications Coordinator

Trinity United Methodist Church is seeking a Technology, Media, and Communications Coordinator. The position is part-time, 15-20 hours per week (Sundays and special events) and will have overall coordination for technology, media, and marketing communication that will compel members and others to experience meaningful personal connection to the church through worship, prayer, and utilization of the church through special events. This position is eligible to be bonded.

Examples of the main job responsibilities include 1) coordinating with the Senior Pastor and Office Administrator for service production to include creating digital content related to worship, prayer services, and other special events, 2) setting up and management of livestreaming of worship services and other special events, 3) collaborating with the Office Administrator and other church leadership to market and communicate outreach programs, ministry needs, and to promote church related events and church property use opportunities to members, external audiences, and news media, and 4) assisting the Office Administrator with website, Facebook, and other media to update and maintain communications for the church.

The successful candidate must possess a Christian commitment and support of the mission of Trinity UMC and a lifestyle consistent with such commitment, have experience with various software, network hardware, and social media platforms, and possess excellent verbal, written, and electronic communication skills. If interested in applying, please contact Dr. Joanne Smith, Chair, Staff-Parish Relations at Joannehamlin@sbcglobal.net