



TUMC AUSTIN

Job Description: Director of Communications, Tarrytown United Methodist Church (full-time)

Communications Director

- Manage all outgoing email correspondence (Mailchimp)
 - Write content as needed
 - Maintain database of contacts in Mailchimp
 - Send regular church emails and additional emails upon request
- Oversee church website (Squarespace)
 - Write content as needed
 - Add events, make updates, and maintain current information
- High holy seasons, special events, and campaign planning, project management, and execution
 - Stewardship campaign: create webpage; assist with copywriting and project manage outgoing digital and print communication throughout stewardship season
 - Endowment campaign: create webpage; visioning, copywriting, execution
 - VBS: create webpage; project manage all communications deliverables; maintain consistent digital media presence throughout the week
 - High holy seasons (Lent, Advent): create webpage; prepare devotional reflections; project manage communications deliverables
- Proofread all written deliverables
- Worship services
 - Project manage screen slides, bulletins, and announcements
- Campus Communication
 - Plan and project manage banners and signage throughout the campus, both permanent and seasonal
 - Rotate signs promoting upcoming events and services
 - Ensure wayfinding is friendly to both members and guests
- Direct Report: Art Director

Interested applicants may submit resumes to Vicki Aycock, TUMC Business Administrator, at vaycock@tumc.church.