



## **Job Description: Missions and Marketing Coordinator**

Aldersgate United Methodist Church  
Abilene, Texas

### **Summary**

The Missions and Marketing Coordinator is responsible for leading the activities and information of the Cornerstone Missions and assist in the overall marketing and branding strategies of Aldersgate United Methodist Church. The position is a full-time non-exempt position with 32 scheduled hours per week. The schedule will be a flexible schedule based on the activities and needs of the position and will report to the Pastor. Attending Sunday morning worship services and a staff meeting on Thursday mornings will be required.

### **Minimum Qualifications**

- Two years proven experience working in a position requiring coordination of people or events
- Experience using social media for marketing purposes
- Photography experience desired
- Marketing experience or marketing education
- Strong communication skills
- Extensive volunteer experience or experience working in a social services environment

### **Primary Responsibilities**

- Work with volunteers involved in all the Cornerstone Missions of AUMC
- Create strategies for each mission field, prioritize services, evaluate programs and organize events
- Photograph church events
- Assist in creating marketing strategies for AUMC
- Communicate with staff, congregation, volunteers and community partners to meet the needs of our mission fields
- Work with the Communication Team to keep social media information current and fresh
- Follow a department budget and collect all data to be submitted for expenses

The mission of Aldersgate United Methodist Church is to raise up deeply devoted disciples of Christ. AUMC is looking for someone with a servant heart that can lead and equip lay people to do the work of our Cornerstone Missions. Currently Aldersgate's Cornerstone Missions make up the Community Garden, the Children's Academy, Bowie Elementary School, McMurry University, the Church Art Gallery, domestic mission trips and foreign mission trips. This person will also need to be a member of the Mission Task Force committee. For the marketing side of this position the candidate needs to be able to help assemble a consistent message and make sure it is threaded through the mission ministry and also the social media communications of the church.