



wesley united methodist church
of yakima

Job Title:	Media Specialist
Position Type: Non-Exempt/part-time	Up to 12 hours/week \$20/hr.
Job Reporting Structure:	Regular reporting duties to Pastor, ultimately accountable to Staff Parish Relations Committee.

Job Description:

Job Purpose:

Wesley United Methodist Church has a vision of “Serving Christ, Community and Creation.” The Media Specialist/Communications Coordinator position will help support this mission by communicating our vision with the church and to the larger community, as well as helping us share our worship services through our digital platforms. The larger community includes the City of Yakima, Yakima County, State of Washington, Seven Rivers District of the Pacific Northwest Conference, Pacific Northwest Conference and the United Methodist Church.

Primary Job Duties:

- Create PowerPoint and other digital media needed for worship
- Oversee and ensure that all worship services are streamed and accessible using current sound system and streaming system
- Work to recruit and train volunteers to operate audio/visual equipment
- Provide support and training to church groups using audio/visual equipment
- Manage and update the church website and social media accounts
- Other duties as assigned

Secondary Job Duties:

- Serve as official photographer for the church including recruitment of individuals to help take photos during events
- Assist in development, accomplishment, and coordination of outreach campaigns using media and other available technology
- Provide statistical feedback and reports on media effectiveness for both internal and external communication effectiveness

Minimum Qualifications:

- Knowledge and experience with PreSonus or similar sound systems and equipment
- Experience with setting up microphones, sound systems, and other equipment needed for worship
- Understanding of general communications/PR strategy and generational/cultural differences
- Knowledge or willingness to learn online and social media platforms and website design
- Organizational, verbal, and written communication skills
- Good interpersonal skills to connect with diverse individuals and families

Additional Skills and Desired Qualifications:

- United Methodist Church and/or Ecumenical Christian background/membership preferred
- Ability to work independently and with diverse teams, prioritize deadlines, receive feedback, and adjust as needed
- Familiarity or willingness to learn United Methodist practices

Additional Information:

- Outside groups that require use of AV equipment will contract independently regarding pay
- This is a part-time non-exempt position
- No medical/dental benefits provided
- Retirement available with no matching contribution
- Wesley UMC Employee Handbook will be provided at start of employment
- All offers of employment are conditional based on a satisfactory background check
- Uphold Wesley UMC Safe Sanctuaries policy including Ministry Safe Training
- The position is an “at will” employment relationship with the employer
- All staff members at Wesley UMC must be in compliance with our vaccination policy and state requirements, which includes the COVID-19 vaccine, by their first day of employment.

Interested Candidates should submit a completed resume and cover letter by August 31st to:

shane.moore@wesleyofyakima.org or Wesley United Methodist Church, 14 N. 48th Ave., Yakima, WA 98908

For further details, go to www.wesleyofyakima.org or call 509-966-2370.