



**Staff Position:** Creative Arts & Communications Coordinator

**Status:** Full Time

**Schedule:** Sunday - Thursday

**Reports to:** Creative Services Director

**FMC Vision:** We believe that life is experienced better together through a relationship with Jesus Christ and other believers.

**FMC Mission:** To make disciples of Jesus Christ.

This will be done by intentionally cultivating our strategy:

**LIFE Better Together**

**L.** Living in community

**I.** Investing in others

**F.** Focusing outward

**E.** Encountering God

**Job Description:**

First Methodist Conroe is seeking a mission-minded Creative Arts & Communications Coordinator to support the Creative Services department through visual design, digital communication, and content coordination. This role serves multiple churches by helping maintain consistency, clarity, and excellence across creative and communication efforts while honoring the unique identity and ministry context of each church.

The Creative Arts & Communications Coordinator works collaboratively with Creative Services and departments and ministries within the church to support worship, ministry initiatives, and seasonal communication needs through print, digital, and online platforms.

**Primary Duties and Responsibilities:** In this role the responsibilities include, but are not limited to the following:

- Create and coordinate visual content for print and digital communication mediums in support of worship services, events, and ministry initiatives
- Support creative development for sermon series, seasonal initiatives, and churchwide communications
- Assist with website content updates and digital platform maintenance to ensure accuracy, consistency, and timely communication

- Help maintain brand standards and visual consistency across creative outputs
- Collaborate with Creative Services staff and ministry leaders to support communication needs
- Assist with the coordination and preparation of files and materials for print and digital use
- Manage multiple projects and timelines with attention to detail and excellence
- Provide on-site support at one of the churches on Sundays, assisting with social media content and digital communication needs as required
- Perform other duties as assigned in support of the mission and ministries of the church

**Skills and Qualifications:**

- A daily walk with God and Christian living
- Experience in graphic design, visual communication, or related creative fields
- Proficiency in graphic design software such as Adobe Creative Suite or comparable tools including Canva, Affinity, or Corel
- Experience managing or updating websites using content management systems such as WordPress or Webflow
- Working knowledge of digital communication platforms and best practices
- Photography, photo editing, or video editing experience using tools such as Premiere Pro, Final Cut Pro, or DaVinci Resolve is a plus
- Strong understanding of typography, layout, and font hierarchy
- Strong attention to detail with the ability to produce accurate, high-quality work across multiple projects
- Strong organizational, communication, and time management skills
- Ability to collaborate effectively, receive creative direction, and manage multiple tasks
- Bilingual in English and Spanish is highly valued
- Experience working in a church or mission-driven organization preferred

**Compensation:** This position is established for full time, at least 40 hours per week, and a salary of \$45,500-\$50,000 commensurate with experience.

**Benefits:** Health, Dental, Vision and Retirement Plans available