

2026 Part-Time Communications Coordinator

FUMCOG is a progressive, inclusive faith community seeking a **part-time Communications Coordinator** to help streamline and strengthen communication with our congregation and the wider community.

Primary Responsibilities

- Maintain and update the church website with current events and information
- Receive, create, and edit content for weekly email (Hot Topics) and the announcement portion of the weekly bulletin
- Manage social media accounts (Facebook and Instagram), creating engaging and consistent content
- Crosspost information in social media groups within the United Methodist Church and Germantown
- Work with staff and designated leaders to track upcoming events and create descriptions, graphics, and promotional materials
- Coordinate content across platforms so messaging is clear, consistent, and efficient

Collaboration

- Meet weekly with the Staff and with the Senior Pastor as requested
- Participate in staff meetings
- Collaborate with staff and lay leaders to gather and share timely information

Qualifications

- Strong written communication skills
- Experience with websites, email newsletters, and social media (or willingness to learn)
- Organized, collaborative, and attentive to detail
- Alignment with the values of a progressive Christian community

Compensation

This is a part-time position of approximately 15 hours per week. Compensation is **\$25–\$30 per hour**, commensurate with experience and skills.

Applicants

Please forward a resume and cover letter to Pastor Alisa Lasater Wailoo at First United Methodist Church of Germantown, 6001 Germantown Ave. Philadelphia, PA 19144 or wailoo@fumcog.org