



Mount Vernon Place
UNITED METHODIST CHURCH

Job Opening: Remote Communications Assistant (Temporary)

Dates: November 3, 2025 - February 10, 2026

Hours: 8-10 hours/week - \$20-\$22/hour

Who We Are:

Mount Vernon Place United Methodist Church (MVPUMC) is a vibrant, inclusive Christian community located in the heart of downtown Washington, DC, across the street from the Washington Convention Center and the Marriott Marquis Hotel. Our vision is simple but transformative: to create a world where all people know that they are beloved, and that changes everything.

About the Role:

We are looking for a creative, detail-oriented Communications Assistant to support our digital presence. Reporting to the Pastor, you will play a key role in keeping our community informed and inspired.

This is a remote, part-time position — perfect for a thoughtful communicator who loves meaningful work and flexible hours.

What You Will Do:

- Create and send two weekly email newsletters, using Constant Contact
- Design engaging graphics using Canva
- Make weekly website updates
- Craft and schedule social media posts
- Review and edit worship videos and sermon podcast
- Assist with weekly bulletin layout and updates
- Proofread written materials for clarity and accuracy

What You Bring:

- A strong appreciation for the mission and life of the church
- Excellent writing, editing, and communication skills
- Creativity, reliability, and attention to detail
- Proficiency in Microsoft Office Suite, Constant Contact, and Canva
- Quick learner with a collaborative spirit

To apply, send a cover letter and resume to Andre Christian (andre@mvpumc.org).

Incomplete applications will not be considered.