

# <sup>1</sup>Heart of Jesus Area Faith Community

Renville, Olivia, Bird Island, Hector

## **<sup>2</sup>Position Description**

<sup>3</sup>**Position Title:** Communications Specialist

<sup>4</sup>**Date:** June 24, 2026

<sup>5</sup>**Schedule:** This is a part-time position of 15 hours per week and does not include benefits. **All additional hours must be approved by the pastor.**

<sup>6</sup>**FLSA** Non-Exempt

<sup>7</sup>**Reports to:** Business Manager

<sup>8</sup>**Direct Reports:** NA

<sup>9</sup>**Receives work direction from:** Business Manager and Pastor. Coordinates tasks with other staff members as necessary.

<sup>10</sup>**Provides work direction to:** volunteers and parishioners performing parish related tasks

**Resource Person to:** Available to provide general information to staff, parishioners and various committees or organizations, and volunteers as requested.

<sup>11</sup>**Objective:** The primary purpose of this role is support the Pastor and the Business Manager of the Heart of Jesus Area Faith Community (AFC) to develop, implement, and manage a comprehensive communication strategy that enhances engagement, promotes church events, and clearly articulates the parish or faith community's mission across all print and digital platforms.

### **\*<sup>12</sup>General Responsibilities**

\* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or (or Diocese of New Ulm), such that can embarrass the Church or give rise to scandal. **It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church.** However, it is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

### **\*<sup>13</sup>Representative Responsibilities:**

1. Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when a situation requires more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all parish business is taken care of in a professional manner.
2. Foster a productive, harmonious, and supportive work environment by promoting positive morale, effective communication, and cooperative teamwork among parish employees and volunteers.
3. Ensure appropriate confidentiality in matters relating to parish business.
4. Attend and remain compliant with all diocesan Safe Environment training requirements.

# <sup>1</sup>Heart of Jesus Area Faith Community

Renville, Olivia, Bird Island, Hector

5. Other responsibilities include those identified as needed by the employee and approved and/or assigned by the pastor.

## **\*General Expectations (Include, but are not limited to):**

1. Regular hours will be 8:30am to 11:30am Monday through Thursday (or 1:00pm - 4:00pm) and 9:00am to 12:00pm (noon) on Friday. Hours may be adjusted by the Business Manager.
2. Demonstrate effective, appropriate office management skills.
3. Participate in faith formation activities with students and colleagues including but not limited to liturgies, prayer services, daily prayer, and retreats.
4. Maintain appropriate conduct throughout the churches, offices and school.
5. Maintain a positive, safe, and healthy environment.

## **\*Digital Content & Social Media Management:**

1. Manage and update the church website regularly (e.g., blog, current events, and ministry updates).
2. Oversee all social media channels (including Facebook, Instagram, and YouTube) by creating engaging content, scheduling posts, and interacting with the community online.
3. Produce, format, and distribute digital newsletters or email blasts as requested.

## **\*Print & Visual Media Production:**

1. Design, edit, and coordinate the printing of the weekly parish bulletin.
2. Design, edit, and coordinate the printing of the Advent and Lenten Newsletters as well as the Annual State of the Parish Report.
3. Create visually appealing graphics, flyers, posters, and banners for liturgical seasons, sacraments, and special parish events.
4. Collaborate with ministry leaders to ensure their promotional materials align with the church's branding and stylistic guidelines.
5. Coordinate bulletin insert printing and inserting into bulletin. Coordinate volunteers for inserting.
6. Maintain the bulletin boards in the Church, other gathering spaces, the kiosks, and other information areas with accurate and current information.

## **\*Livestreaming & AV Support:**

1. Coordinate or directly manage the livestreaming of services, Masses, or special events as requested.
2. Oversee audio/visual content creation, such as short promotional videos, ministry spotlights, or testimony videos.

## **\*Public Relations & Community Outreach:**

1. Draft and distribute press releases to local media for major church events or community initiatives, including cancellations due weather.

# <sup>1</sup>Heart of Jesus Area Faith Community

Renville, Olivia, Bird Island, Hector

2. Ensure consistent branding, tone, and messaging across all communications.

## **\*General Office Responsibilities**

1. Greet those entering the Parish Office, answer the main phone line, send and respond to parish emails, and accept deliveries that come to the parish office in a manner that is friendly and allows other staff members to effectively utilize their time.
2. Always model Christian service by managing oneself in a manner that makes the parish office experience pleasant and inviting for all staff, parishioners, visitors and all related constituencies.
3. Develop and maintain productive relationships with parishioners, staff and visitors.
4. Assist with financial and other mailings during the year including bulk mailings
5. Update parish census records as appropriate with parishioner contact information.
6. Reference the google calendar for upcoming events and ensure information is accurate across all platforms.

## **\*Administration Responsibilities:**

1. Attend all required meetings, retreats and staff meetings or as requested.
2. Work in collaboration with the Pastor in spiritual matters and will the Business Manager in the temporal matters of the parish.
3. Work collaboratively with other staff members to ensure the effective accomplishment of the mission of the Church and our AFC, and to implement the vision of the Pastor.
4. Serve as a resource person to other staff members in assisting with any projects.

## **\*Organizational Goals**

Must demonstrate the willingness to embrace parish and school business, strategic, and ministerial objectives and show full cooperation with their implementations.

## **<sup>14</sup>Other Responsibilities**

Includes other responsibilities identified as needed by the employee and approved and/or assigned by the Pastor.

**<sup>15,16</sup> The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of duties and tasks are outlined in supplemental documents. Responsibilities represented with \* are essential functions of this position.**

**<sup>17</sup>EMPLOYEE:** I have reviewed this position description and agree it is an accurate representation of the responsibilities of my position. I understand that as an organization's needs change, my position description will change.

---

Signature of Employee

---

Date

# <sup>1</sup>Heart of Jesus Area Faith Community

Renville, Olivia, Bird Island, Hector

<sup>18</sup>**SUPERVISOR:** I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this capacity.

---

Signature of Employer

---

Date

## **COMPETENCIES**

- Possess a solid understanding of the English language, good spelling, and legible writing skills and able to provide clear directions both written and verbally.
- Must demonstrate evidence of good communication and proficiency in core technical platforms, including:
  1. Content Management, WeConnect Websites
  2. Design & Media: Canva, Microsoft Word
  3. Communication: Mailchimp, Email, Catholic Social Media (Facebook, Instagram, YouTube).
  4. Office Productivity: Microsoft Office Suite and Google Workspace.
- Possess good people and learning skills.

## **MENTAL DEMANDS**

- Be knowledgeable and supportive of the Heart of Jesus AFC mission and philosophy
- Be active, knowledgeable and supportive of the Catholic faith and witness this to the community.
- Be aware of what is going on and respond appropriately.
- Keep a positive attitude throughout the day.
- Following instructions and completing tasks within appropriate timelines.
- Planning, organizing, and meeting deadlines.
- Be present and focused on the task at hand.
- Learning new techniques and programs.
- Ability to make decisions.

## **PHYSICAL DEMANDS**

- Ability to work 15 + hours per week.
- Able to speak, see, hear, and respond to staff and parishioners at all times.
- Lift and carry up to 25 pounds using proper lifting and carrying techniques.

## **ADDITIONAL REQUIRED QUALIFICATIONS**

- Continuing education in the areas related to position is required.
- Successfully complete standard Diocesan background check.
- Valid driver's license.
- Current and valid vehicle insurance.
- Be able to work fifteen plus hours per week.
- Be available to work occasional evening and weekend hours.