

COMMUNICATIONS COORDINATOR

POSITION DESCRIPTION: This position oversees and manages the parish communications and social media presence. The ideal person will be eager to relay the history, charisma, spirituality, mission, and ministries of the Church to our parish family and beyond through the bulletin, website, social media platforms, and print, with livestream and front office back up as needed. This position requires an understanding of the value orientation of the Catholic Church and a willingness to support those values in various venues of communications.

SUPERVISOR: Administrator

CLASSIFICATION: Non-Exempt

COMPENSATION: This is a part-time, 20-25 hour a week position with some evening and weekend hours as needed. Salary ranges from \$18.00 to \$22.00 hourly.

JOB RESPONSIBILITIES:

- Manage the production of the Parish bulletin including planning, design, research, and writing.
- Design, develop and maintain a functional Parish website infrastructure ensuring information is accurate and current.
- Maintain and keep current Parish Facebook, Instagram, MyParish smartphone app, and research and recommend improvement of parish digital presence and other forms of electronic media.
- Collaborate with clergy and ministers to gather bulletin content and updates of website information to maintain interesting, relevant, and accurate subject matter.
- Facilitate the development of promotional materials for parish programs, events, operations, and publications including brochures, print advertising and mailings.
- Proofread all materials before publication to ensure that all spelling, punctuation, grammar, and dates are correct and appropriate.
- Responsible to communicate plans and set expectations for the website, bulletin, and social media platforms across the parish.
- Work with volunteers for the Media Ministry.
- Coordinate the dissemination of information for parish bulletins within the Diocese.
- Respond promptly to communications regarding bulletin, website, or social media platform discrepancies.
- Establish and maintain effective working relationships with media contacts from parishes within the Diocese of Stockton, and with all communications vendors.
- Develop and maintain deadlines to ensure timely submission of bulletin and keep all social media platforms coordinated with liturgical calendar.
- Will have access to sensitive information and must maintain strict confidentiality where necessary.
- Assist in the creative development of direct mail appeals.
- Assist in any other development, marketing, public relations, or support/office activities.
- Livestream and front office back up as needed.
- Other duties as assigned.

PREFERRED QUALIFICATIONS:

- Demonstrated commitment to the values and mission of the Catholic Church.
- Active member of the Roman Catholic parish faith community or possesses the knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church.
- Expertise in, desktop publishing, basic graphic design, Canva, Microsoft Office, Publisher, Outlook, Photoshop, Adobe Creative Suite, and video preparation.
- Demonstrated competence in website design and maintenance, and social media functionality.
- Exceptional written, oral, interpersonal and presentation skills, and the ability to effectively interact with staff, volunteers, and parish committees.
- Creative and effective in the communication of the parish mission.
- Ability to perform outlined tasks independently with minimum supervision.
- Understanding the need for strict confidentiality and ability to discern when what is confidential.
- A practicing Catholic, in good standing and a registered member of a Catholic parish faith community.
- Demonstrated ability to recognize and honor diversity within the parish community.
- Able to work flexible hours, including some evenings and weekends.
- Bilingual Spanish, reading and writing.

EDUCATION AND EXPERIENCE:

Prefer experience in communications, public relations, journalism, or related field.