

## **Communications Coordinator**

Reports to: Parish Manager

Classification: Nonexempt

Schedule: Part Time

Date: 7/1/17

Revision: 0



### **Position Overview:**

The Communications Coordinator's main focus is to consistently highlight and promote the mission of the parish through the various communication channels available today including the parish bulletin, website, and popular social media outlets. The position also works with staff, ministry leaders, and parishioners to do the same.

This Communications Coordinator also encompasses some administrative functions such as maintaining donor records, coordinating the ministry schedule system, and occasionally filling in for the administrative assistant when needed.

### **Responsibilities:**

#### • **Communications**

- Develop and implement a communications plan with the Pastor and Parish Manager to consistently highlight and promote the mission of the parish.
- Work with church ministry leaders and parishioners to communicate the parish vision; coordinate the highlighting of ministries and lay witness talks.
- Work with other church and school staff to collect, produce and distribute high impact stories through effective communication channels.
- Coordinate parish social media communications.
- Manage parish website communications and update as needed or requested.
- Prepare weekly church bulletins and other special service bulletins or programs.
- Manage narthex monitor announcements.
- Coordinate parish newsletter as needed.

#### • **Clerical Duties**

- Maintain donor records including posting contributions to database.
- Oversee the ministry scheduler system and help coordinate scheduling.
- Occasionally help fill in for the administrative assistant as needed.
- Other administrative duties as assigned.

#### • **Relationships and Personal Growth**

- Understand the Holy Cross Mission and strive to live it out professionally and personally.

- Maintain a positive demeanor focused on service to others.
- Be committed to one's own personal and professional growth.

Preferred Qualifications:

- Baptized member of a Catholic faith community in good standing.
- Proven experience in a role with similar or related job duties. Demonstrated use of technology to effectively build organizational branding.
- Excellent interpersonal skills and positive demeanor.
- Proficient oral and written communication skills.
- Proficient use of computers and ability to learn and utilize computer programs.
- Ability to maintain confidentiality.