



**Position Title:** *Communication Coordinator*

**Department:** Pastoral Ministry

**Hours:** 10-15 per week

**Reports to:** Pastoral Minister

**Position Overview:**

Collaborate with Pastoral Minister, Pastor, Director of Evangelization, and other staff/volunteers to establish and maintain a consistent and effective messaging process across all channels of communication.

**Responsibilities (done personally or delegated to volunteers):**

- Communicate regularly with Pastoral Minister and Director of Evangelization about the priorities of the parish and the pastor.
- Establish and maintain consistent processes of collecting and communicating information across all channels: Mass announcements, bulletins, marquee display, narthex display, website, social media, emails, phone calls, texting, etc.
- Regularly gather and communicate inspiring stories, photos, videos, links and other items of interest that foster evangelization and Catholic identity
- Oversee the collection of content, editing, and submission of information in those same channels of communication.
- Provide training as needed to ensure that staff and volunteers are consistent in following the processes that are established.
- Assist parish staff in developing and maintaining a manageable and consistent scheduling process for events, room usage, rental of space, etc.
- Oversee the collection of data into the ParishSoft database, including the conducting of a periodic parish census to ensure up-to-date contact information.

**Time-Sensitive Areas of Responsibility:**

- **Bulletin:** Ensure weekly editing and submission of the bulletin.
- **Email:** Ensure a regular email updates to parish members
- **Announcements:** Ensure weekly preparation of announcements given at end of Masses at both parishes (this includes prioritizing what gets announced and getting relevant announcements translated for the 1pm Spanish Mass).
- **Websites:** Ensure that the parish websites are updated weekly (including links to homily, bulletins, changes in Mass times, Holy Day Mass times, removing stale content, etc.).
- **Social Media:** Ensure a consistent and relevant social media presence that grows traffic
- **Narthex:** Ensure timely displays of pertinent information in each narthex

**Qualifications:**

- Passionately Catholic, devoted to prayer and sacraments
- Excellent communication skills both written and verbal
- Excellent organizational and planning skills
- Understanding of the evangelizing vision for St. Mary's and St. Raymond's Parishes
- Ability to collaborate, delegate, mentor, and build teams.
- Familiarity with the St. Mary's and St. Raymond's organizational staff structure
- Familiarity with parish ministries, groups and organizations
- High level of integrity, diplomacy and initiative
- Proficiency with website management (WordPress) preferred
- Proficiency with basic social media management
- A love for sharing the Gospel of Jesus through all means of Communication