

Job Description: Communications Coordinator

I. IDENTIFYING INFORMATION:

- Position Title: Communications Coordinator
- Status: Full-time
- Reports to: Business Manager

II. PRIMARY FUNCTION OF THIS POSITION:

- Works on behalf of and supports the efforts of the parish and its ministries to ensure clear, consistent, and engaging communication across various platforms like social media, websites, newsletters, and print materials. Responsible to organize content, design visuals, and share important messages, keeping everyone in the loop while aligning all communications with the “big picture” of the Catholic church’s vision and mission.

III. POSITION CONTENT

- Coordinate announcements and content received from ministry leaders for publication in the weekly parish bulletin and other communication mediums.
- Edit announcements as needed for clarity and eliminate information overload.
- Handle the assembly, design, and submission of the weekly bulletin to the printer by the deadline.
- Maintain the parish website via the CMS. Manage updates to web pages and create graphical elements or photographic images for the site. No coding required.
- Manage the assembly of the weekly e-newsletter, taking into consideration upcoming feasts, liturgical celebrations, and other events.
- Coordinate with faith formation leaders for sharing and communicating catechetical content.
- Handle the design and creation of marketing materials for the parish and its events, such as the parish festival and parish mission.
- Manage the creation of Mass announcement slides for the weekend announcement reel.
- Oversee content curation and maintain the parish presence on social media, utilizing social media platforms to connect with and draw people into the parish community.
- Interact with and monitor social media comments in a warm and appropriate manner.
- Keep the communication racks organized and well stocked with seasonal, timely faith formation materials.
- Support efforts to maintain a consistent and improved St. Margaret of York brand.
- Assist managing the Google Workspace for the organization.

IV. POSITION SPECIFICATIONS / REQUIREMENTS

□ SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

■ Required Skills:

- A practicing Catholic in good standing with solid knowledge of the Catholic Church, including structure, doctrine, and liturgical calendar. Passion for the Catholic faith.

- Basic proficiency Adobe Creative Suite, particularly Photoshop, Illustrator, InDesign and Express or other similar creative design software such as Affinity and Canva.
- Design experience. Must have a thorough understanding of design trends and be able to design on-brand graphics.
- Knowledge and experience working in Mac and Windows operating systems.
- Basic social media management skills with social media platforms such as Facebook, Instagram, and YouTube and ability to implement strategies across multiple platforms.
- Knowledge and experience working in Microsoft Office and/or G Suite.
- Ability to shift between working collaboratively as part of a team and independently in a self-directed manner.
- Reliable. Employs good judgment. Demonstrated ability to meet deadlines. Attend to duties as expected and communicate any barriers or difficulties as quickly as possible. Must be able to manage multiple projects concurrently.
- Strong organizational and time management skills are a must.
- Ability to work under pressure, with quick turnaround times for some projects.
- A willingness to learn new skills and try new approaches.
- Must have the ability to maintain confidentiality in all matters.
- Must have the ability to communicate verbally and in writing.

■ **Desired Additional Skills:**

- Knowledge of SEO basics
- Basic HTML5 and CSS
- Experience with video editing software such as iMovie or Adobe Premier Rush

□ **EDUCATION, TRAINING AND/OR EXPERIENCE**

- 1-3 years' experience or equivalent combination of education and experience in a related field.
- Associates degree, Bachelors preferred in Communication, Marketing, Graphic Design, Media Informatics or related field.
- Demonstrate knowledge of design skills through a portfolio.

V. WORKING ENVIRONMENT

- Monday - Friday in an Office, occasional evening or weekend hours as needed for special events.