

Employment Opportunity

Parish Communications Coordinator

The Communications Coordinator at St. Mary Magdalene Catholic Church will coordinate multiple levels of communication. This includes updating the parish website, bulletin boards, parish newsletters and bulletins, ministry pamphlets, mailings, translating materials from English to Spanish, and weekly announcements. This person has a team player attitude, excellent interpersonal and communication skills, and attention to detail. This person MUST be professionally fluent in both English and Spanish (read, speak, and write). This person must have excellent writing and proofreading skills.

Specific duties include, but are not limited to, the following:

- Explores and implements social media platforms
- Responsible for the parish bulletin
- Update the parish bulletin boards
- Responsible for paper and electronic communications to parishioners
- Provides updates for the parish website
- Prepares announcements for the weekend
- Creates brochures and flyers for the different ministries
- Take, compile, and e-mail staff meeting minutes
- Works with parish groups supporting parish communications
- Back-up to Parish Secretary, including answering phones, greeting parishioners, inputting new parishioner registrations, etc.

Knowledge, Skills, and Abilities:

- Must have good interpersonal skills and familiarity with the Church as an organization
- Must work effectively and collaborate with the Pastor, parishioners, parish staff, and parish committees/commissions
- Must be a practicing Catholic, active in a parish
- Is self-motivated and willing to serve
- High School Diploma
- Minimum 2 years' communication/ journalism experience is a plus, but not required
- Excellent organizational, verbal, and written communication skills
- Strong attention to detail
- Knowledge of social media platforms
- Works independently
- Capable in managing multiple projects/tasks at one time
- Proficient in computer applications, such as Word, Excel, Outlook, Publisher, and graphic software

Please e-mail résumé and cover letter to Wanda Conley at [Email Wanda Conley](#)