

Position: Parish and School Communications Coordinator

Where: St. Mary Magdalene Catholic Community, Humble, Texas

Hours: 40 hours a week

Salary & Benefits: Depends upon experience / plus benefits

Job Description: The Parish and School Communication Coordinator will be responsible for the following:

a) Internal and external communication, including:

1. Weekly parish bulletin
2. Weekly school newsletter
3. Updating & maintaining the website (non-technical)
4. Social media
5. Parish and School wide communication using email software, Flocknotes, etc.
- 6) Supporting ministries plan

The position will report to the Business Manager

Required Skills:

a) Overall communication skills – must be able to communicate clearly and compassionately across all demographic groups.

b) Must be proficient in English/Spanish.

c) Must be able to translate English into Spanish.

d) Ability to creatively develop communications using Publisher (used for the weekly bulletin).

e) Ability to work on multiple projects, problem solve, and manage workflow deadlines.

f) Proficient in using standard office computer software such as Microsoft Outlook, Word, Excel, and PowerPoint.

g) Experience operating a database, whether church specific (Parish Soft/Connect now) or otherwise.

h) Comfortable with, or willing to use, Social Media (Facebook).

i) At least three (3) years of communications experience.

j) Must be certified in Archdiocese of Galveston-Houston's "Protecting God's Children" program within 30 days of employment and maintain certification throughout the employment period.

K) Applicants must support the mission of St. Mary Magdalene Catholic School and parish and will adhere to the teachings of the Catholic Church.

Please email resume to Wanda Conley at WConley@st-mm.com

Wanda Conley

Business Manager

St. Mary Magdalene Catholic Church

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