

# Coordinator of Communications Prince of Peace Catholic Community

19222 Tomball Parkway  
Houston, TX 77070

## **PURPOSE:**

To create, organize, plan and implement effective communication strategies for/with church and community audiences. This individual will partner with the church and ministry leaders to convey their vision and communications priorities to appropriate audiences in English and Spanish languages. The Coordinator of Communications is responsible to the Director of Evangelization and, ultimately, the Pastor.

## **MAJOR RESPONSIBILITIES:**

- Creates communication strategies with a team to market, inform and promote message series, big events and other ministry activities.
- Ensures communications to the members is consistent and accurate across all platforms.
- Coordinates graphic design for all communication materials.
- Designs and facilitates the production of brochures, posters and other materials.
- Prepares and reviews the weekly bulletin. Compiles submissions, writes and edits the parish bulletin; submits in a timely manner to the bulletin publisher.
- As Webmaster for the parish: maintains, manages and updates the parish website and provides assistance to staff and ministries on their parish website pages.
- Administers effective social media presence for the parish – Facebook, Twitter, Instagram etc.
- Writes and distributes the e-blast to the parish.
- Develops and communicates the parish mission and vision to the parish and community.
- Manages Facebook, Instagram, Twitter, Constant Contact and website accounts.
- Coordinates with all departments the communication plan of the parish.
- Works with parish ministries to communicate their events, activities, and vision.
- Promotes and advertises Parish activities (i.e. Lent/Triduum/Easter, Christmas liturgy information, Parish Reconciliation Services, Parish Lenten and Advent Missions, guest speakers, ministry events etc.).
- Ensures that the Social Media and the News Media Policies promulgated by the Archdiocese of Galveston Houston are followed.
- Forms and administers traditional and digital marketing/communication strategies that expand the information on ministries and events across various platforms.
- Ensures Prince of Peace Catholic Community's brand is consistently communicated throughout our parish community and beyond.
- Guides the staff to effectively promote programs and provide overall expertise to further the brand and vision of Prince of Peace Catholic Community.

## **POSITION REQUIREMENTS**

- Practicing Catholic with an understanding of evangelization according to Pope John Paul II and who supports the teachings and dogma of the Roman Catholic Church.
- Professional and positive team player in all aspects of the job responsibilities
- Undergraduate or graduate degree in Communications, Marketing, Journalism or a related field or equivalent work experience required.
- Excellent communications skills in written and spoken word.
- Fluency in reading and writing both English and Spanish preferred.
- Flexibility in office hours however evenings or weekends might be necessary per Pastoral leadership request.
- Must be well organized with the ability to prioritize multiple projects and have a system for following up with pending issues.
- Familiarity with various forms of new media and Catholic digital media is desired.
- Must be proficient in office software including the Microsoft suite of products (Word, Excel, Publisher, PowerPoint etc.).

*Qualified candidates should submit a cover letter and resume via email to [Resumes@pophouston.org](mailto:Resumes@pophouston.org).  
Please include Coordinator of Communications on the subject line.*