

# **Communication Coordinator**

## **St. Michael Catholic Church**

Houston, TX

### **Summary:**

The Coordinator for Communications creates and delivers St. Michael's communications strategy. Working with the parish clergy, ministerial staff, Pastoral Associates and volunteers to promote purpose and mission of St. Michael through bulletins, website and special projects as deemed necessary by the Pastor.

**Essential Duties and Responsibilities** include the following: (note: other duties may be assigned on an as needed basis.)

- Support and promote the parish ministries, programs, activities and events through social media, print and electronic communications
- Manage and prepare all regular parish wide communications, print and electronic, as well as externally distributed communication pieces.
- Craft and implement a strategy to increase the parish visibility in the community
- Create and maintain dual parish event calendar; working in collaboration with all parish ministries to ensure accuracy and completeness.
- Develop relationships and tools to provide invitation to, and promotion of St. Michael Catholic Church to the broader community.
- Tracking attendance for YFF and keeping sacrament spreadsheet for YFF.
- Other duties as directed by Pastor or Director of Adult Faith Formation.

### **Qualifications:**

Qualifications for this position include experience with graphic design, media, web site management and excellent writing skills. Creativity, ability to collaborate with an amazing team, flexibility and love of the Catholic Faith are a must.

### **Skills, Knowledge and/or Abilities**

- Proficient in InDesign, Publisher and Microsoft Office.
- Working knowledge of ParishSOFT preferred.
- Task-oriented with an excellent sense of priority, logic and objectivity.
- Highly organized and capable of handling multiple numbers of sensitive and import issues simultaneously.
- Pass background check administered through ADGH.

### **Education and Experience:**

BS/BA degree in related field. Current Safe Environment for Adults training.

### **Working Environment:**

Evening and weekend work may be required.

Send cover letter and resume to [bbasye@stmichaelchurch.net](mailto:bbasye@stmichaelchurch.net)