

**Communications Coordinator**  
**Sacred Heart of Jesus Catholic Community**  
6502 CR 48, Manvel, TX 77578

Sacred Heart of Jesus Catholic Community is a parish of 3,500 families located in Manvel, Texas, in the Archdiocese of Galveston-Houston. The **Communications Coordinator** is a part-time (20-25 hrs/wk) member of the staff. The Communications Coordinator will create, organize, plan and implement an effective communications plan both internally and externally to meet the needs of the parish staff, ministries and members, to convey the parish mission and vision to appropriate audiences in English and Spanish languages. The Communications Coordinator reports to Director of Administration and provides support to the clergy and other staff members.

**Duties and Responsibilities:**

- Coordinates Spanish translation services as needed by clergy and staff.
- Prepares weekly Mass announcements in collaboration with parish leadership.
- Prepares the weekly bulletin in coordination with staff, volunteers and outside submissions. Compiles submissions, writes and edits the parish bulletin; submits in a timely manner to the bulletin publisher.
- Establishes a cohesive parish communications plan (email, parish app, text messaging), ensuring that all communications to the parish are relevant, consistent and accurate across all platforms.
- Designs and facilitates the production of stationery, brochures, posters and other materials.
- Maintains, manages and updates the parish website and provides assistance to staff and ministries on their parish website pages.
- Manage all social media accounts (Facebook, YouTube, etc.), according to Social Media Policy of the Archdiocese of Galveston-Houston.
- Attends Archdiocesan meetings as related to the position and interacts with Archdiocesan department personnel as necessary to complete the job function.

**OTHER DUTIES AS ASSIGNED**

**Skills/Qualifications**

1. Ability to work cohesively with staff, volunteers, and parish community.
2. Ability to always maintain confidentiality and professionalism.
3. Skills in planning, organizing, and executing multiple tasks with changing deadlines.
4. Available for evening and weekend work as needed.
5. Practicing Catholic with an understanding of Catholic Sacraments and Catholic teachings.
6. Adherence to Archdiocesan Ethical and Personal Conduct Policies.
7. Favorable background check.
8. Proficient in Microsoft Office (Excel, Word, PowerPoint, Publisher, Access).
9. Fluent in English and Spanish, both written and verbal.
10. Knowledge of the mission of the parish and the Church.
11. Undergraduate or graduate degree in Communications, Marketing, Journalism or a related field or equivalent work experience required.

Qualified candidates submit resume and cover letter via email to [jobs@sacredheartmanvel.org](mailto:jobs@sacredheartmanvel.org).