

Media Services Coordinator

St. Bartholomew the Apostle Catholic Church

Katy, TX

Responsible for coordinating, maintaining, and implementing St. Bartholomew's media services function(s) such as audio-visual equipment, bulletin, social media, Website, App, e-Newsletter, Flocknote, Guidebook and Directory. Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES

- Follow policies and procedures of the Parish and Archdiocese.
- Coordinates Spanish translation services as needed by clergy and staff.
- Prepares weekly Mass announcements in collaboration with parish leadership.
- Attend and contribute to Staff meetings (weekly). Participate in staff events, such as workshops, retreats, lunches, planning and meetings.
- Engages proactively in professional development and spiritual growth to strive towards excellence and service.
- Ensures communications to the staff and parishioners is consistent and accurate across all platforms.
- Operate audio/visual equipment in St. Bartholomew's Church during Masses, Committee Meetings, and special events.
- Coordinate department technology installations, replacement schedules and repairs/maintenance of equipment.
- Maintain inventory of all av/equipment.
- Designs and facilitates the production of brochures, posters, and other materials.
- Prepares the weekly bulletin in coordination with staff, volunteers, and outside submissions.
- Compiles submissions, writes and edit the parish bulletin; submits in a timely manner to the bulletin publisher.
- Maintain, manages, and updates the parish website and aid the staff and ministries on their parish website page.
- Manage all social media accounts (Facebook, YouTube, etc.) according to Social Media Policy of the Archdiocese of Galveston-Houston.
- Promotes and advertises Parish activities (i.e., Lent/Triduum/Easter, Christmas liturgy information, Parish Penance Services, Parish Lenten and Advent Missions, guest speakers, ministry events, etc.). Prepare annual guidebook and directory with the assistance of the Associate Director of Hispanic Ministries/Facility Scheduler.

SKILLS/QUALIFICATIONS

- Undergraduate or graduate degree in Communications, Media Services or related field or equivalent work experience required.
- Must be proficient in office software including the Microsoft suite of products (Word, Excel, Publisher, PowerPoint, etc.).
- Proficiency in various social media platforms, as well as video/audio editing knowledge, and the operational aspects of audio-visual equipment.
- Ability to coordinate media service projects; meet St. Bart's expectations regarding customer service; interact effectively with parishioners, the public and staff members; manage time/multi-task; effectively communicate both in writing and verbally; be an active listener; organize and keep records; analyze and

resolve problems with minimal supervision; oversee and train others in the operation of audio-visual equipment.

- Maintain confidentiality and professionalism.
- Fluent in English and Spanish, both written and verbal.
- Performs other duties as assigned.
- Knows, loves, and practices the Catholic faith.
- Demonstrate an ability to inspire various ministry leaders and volunteers. Able to work side-by-side with a variety of personalities.
- Understand the nature, purpose, and importance of the role of communication/media relations within the parish and possess excellent communication and public relation skills.
- Possess a pleasing and open personality; a very positive attitude, and ability to accept criticism for growth; a demonstrated flexibility in work habits and hours.
- One of the hallmarks of working in an office setting such as St. Bartholomew's is the willingness to assist at times with tasks not strictly assigned. All staff members share a common concern and goal; the well-being and continued smooth functioning of the parish.
- Safe Environment Certified.

Qualified candidates should submit a cover letter and resume to Carmen Valdez, carmen@st-bart.org.