

Communications Director Epiphany of the Lord Catholic Church & School

1530 Norwalk Dr.
Katy, TX 77450

Summary:

Large suburban catholic church in Katy, Texas seeks a talented and self-motivated Communications Director to oversee the enhancement of ministry, staff, and parishioner communication in the parish. Responsibilities include overseeing the parish website and weekly bulletin to help better communicate the ministries and activities of the parish. They will also coordinate the church's social media communications, including Facebook, Twitter, Instagram and YouTube accounts. They will oversee messaging on Flocknotes, electronic sign and ministry announcements to elevate communication and participation in church events. They will create flyer and event advertisements for parish activities and help communicate the events associated with the liturgical seasons. They will oversee the administrative duties in accordance with Archdiocesan policies and procedures regarding Sacrament records and parish archives. They will also contribute to staff meetings and events that pertain to team-building and staff communications.

Education/Experience:

Must have Bachelor's Degree in Communications or equivalent communications experience and skills. Must have three to five years in a parish setting and knowledge of the life of the parish. Proficient in social media platforms, Microsoft Publisher; Photoshop; and Microsoft Office. Should have creative and artistic ability to express in written communications and event promotions the traditions and mystery of the Church's mission. Salary commensurate with experience.

Send resume to Rev. Tom Lam at frtomlam@epiphanycatholic.org