

# **Part-Time Communications Coordinator**

## **Christ the Good Shepherd Catholic Community**

Spring, Texas

Christ the Good Shepherd Catholic Community is seeking a part time Communication Coordinator. This position is responsible for the development, coordination, and ultimate execution of Christ the Good Shepherd Catholic Community (CGS) communication vehicles, plans, and projects.

This position is directly involved in supporting our ministries to accomplish their objectives through effective communication strategies, plans, and tools, the efficient utilization of staff and volunteer communication capabilities. This is responsible for delivering a high level of “customer service” excellence to CGS through clear communication of timelines, expectations, approvals, and other project steps.

### **RESPONSIBILITIES AND TASKS:**

- Develop, coordinate, and execute communication plans under the leadership of the Business Manager
- Meet with ministries to develop and execute communication plans
- Identify, recommend, and implement improvements to communication methods
- Serve as editor or writer for communication pieces, including bulletin, website, and other material
- Maintain and edit content on the CGS website, and social media channels
- Review & critique design work and publications
- Assist Business Manager with fostering a culture of consistency, creativity, and excellence with all CGS communications
- Perform design and graphic editing tasks

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility
- Should be a person who has an eye for excellence
- Should be a self-starter, good at multi-tasking and prioritizing projects

### **QUALIFICATIONS:**

Bachelor’s Degree in communications, marketing or related field is preferred. Education may be substituted for work experience in a similar role. Strong computer skills are imperative (MS Windows, Word, Excel, Access, PowerPoint, and Outlook). Have excellent command of English composition and punctuation. Bilingual and fluency in Spanish is preferred.

To be considered for this position please forward your resume and cover letter to [hr@cgscc.church](mailto:hr@cgscc.church).