

# **Communications Coordinator**

## **STS. SIMON & JUDE CATHOLIC CHURCH**

### **Summary:**

The Communications Coordinator, through the effective use of marketing and communication strategies is responsible for developing and implementing overall internal and external communication plans and strategies. The position assists the Pastoral Associate with creation of marketing and branding materials. The role uses all social and print media to optimize and promote parish information and events.

### **Education/Experience:**

Applicants must have a minimum of 3+ years in related field. This experience includes a working knowledge of social media such as Facebook, Instagram, and YouTube to optimize communication within the parish community. Excellent writing/editing/grammar and verbal communication skills with experience in website design and maintenance. Proficiency in PowerPoint and Adobe required. The Communications Coordinator must understand branding and communication strategy to promote the activities and events within the church.

The Coordinator must have a clear understanding of acceptable business practices in relationship to church teachings as well as conceptualizing administrative work as a ministry.

The applicant must also possess a bachelor's degree in Communications, Marketing, Public Relations, or related field. All applicants will be expected to work a flexible schedule that will require some nights and weekends when necessary.

Interested applicants are invited to email their cover letter, resume and salary requirements to [villarrealr@ssjwoodlands.com](mailto:villarrealr@ssjwoodlands.com) .