

**Coordinator of Communications
St. Frances Cabrini Catholic Church
10727 Hartsook St.
Houston, TX 77034**

Summary:

The Coordinator of Communication is responsible for the administration and the promotion of effective means of communication with collaboration between the departments, ministries, and the Pastor. The Coordinator of Communication is responsible for assisting with the various social media platforms, website management, bulletin design and format and other approved ways to communicate to the parish. This position requires a practicing Catholic in good standing with the Church.

Minimum Education:

Undergraduate degree in communications or marketing and a minimum of 3-years relative experience.

Please send cover letter and resume to: nicolas.ramirez@cabrinihouston.org with *Coordinator of Communications* in the subject line.