

Communications & Event Coordinator
Annunciation Catholic Church
1618 Texas Ave
Houston, TX 77002

The Parish Communications & Event Coordinator will develop, plan and publicize all activities, outings and events of the parish. Responsible for developing programs, staffing the events, and overseeing the implementation of activities. Will manage the materials and supplies and will fund the activities by donation. This position is full-time and eligible for benefits.

Responsibilities

- Create and publish weekly communications for bulletin, e-News, website and social media
- Integrate digital graphic design elements.
- Coordinate events and activities of the church and must plan forward with the Pastor, staff, and various team members.
- Acquire, develop, and coordinate volunteers.
- Responsibility for photography of events as needed.
- Create awareness and promote the parish to parishioners, local area residents & businesses.
- Develop a component that will generate monies to fund the events – donations.
- Develop marketing materials and prayer aids.
- Liaison to Media, Apostolates, Archdiocese, etc.
- Maintain a strict level of confidentiality at all times.
- Other duties as assigned by the manager.

Qualifications

- Knowledge of the structure and basic teachings of the Roman Catholic Church.
- Substantial and highly capable experience with Canva and Adobe Creative Suite, Publisher, Microsoft Suite, etc.
- Strong project management skills; must meet deadlines.
- Strong creative, written and verbal communication skills.
- Strong technical and computer skills
- Ability to manage complex projects involving many moving pieces across various departments
- Must be a team player.
- Ability to provide excellent customer service and work effectively with staff, clergy, religious apostolates, donors and supporters.
- Highly organized and detail oriented.
- Ability to work independently.

Suitable candidates should send a resume, cover letter, and minimum salary requirements to Lillian Kish at administration@acctx.org; reference "Communications & Event Coordinator" in the subject line.