

# Communications Coordinator

## Mary Queen Catholic Church

606 Cedarwood Drive  
Friendswood, TX 77546

### SUMMARY

The Communications Coordinator creates and delivers Mary Queen Church communications strategy. Working with the parish clergy, staff, and volunteers, promote the mission of Mary Queen through bulletins, website, parish app and social media.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Support and promote the parish ministries, programs, activities, and events through social media, print and electronic communications.

- Develop and implement a communications strategy to serve the Parish Community and Mary Queen Church needs.
- Ensure all communications to the parish are relevant, consistent, and accurate across all platforms.
- Manage and prepare all regular parish wide communications, print and electronic, as well as externally distributed communication pieces. Communications include weekly Bulletin, Website, E-News, Facebook, and Parish App.
- Prepares weekly Mass announcements in collaboration with parish leadership.
- Prepares the weekly bulletin in coordination with staff, volunteers, and outside submissions. Compiles submissions, writes and edits the parish bulletin; submits in a timely manner to the bulletin publisher.
- Maintains, manages, and updates the parish website and parish app, and aids staff and ministries on their parish website pages.
- Manage all social media accounts according to Social Media Policy of the Archdiocese of Galveston-Houston.
- Work collaboratively with other parishes to look for best practices and lessons learned. Ensure an integrated approach to the parish's communications efforts.
- Other duties as directed by Pastor or Business Manager.

### EDUCATION, EXPERIENCE and SKILLS

- BS/BA degree in related field
- Experience with graphic design, media, web site management and excellent writing skills
- Strong computer skills including InDesign, MS Word, Publisher, and Excel
- Exceptional organizational skills and attention to detail
- Ability to prioritize and meet deadlines
- Works well under pressure
- Highly effective team player with excellent interpersonal skills and positive work attitude
- Ability to honor and maintain confidentiality
- Roman Catholic in good standing with the Catholic Church.

Should you have an interest in any of these positions, please submit your expression of interest with resume to John Laine ([jlaine@maryqueenchurch.org](mailto:jlaine@maryqueenchurch.org)) via email.