

Media Coordinator

St. Albert Trapani Catholic Church

Houston, Texas

St. Albert Trapani Catholic Church, Houston, is seeking an individual to play a key role in supporting the church's media operations. The goal is to engage parishioners and non-parishioners with the parish's daily life, a crucial aspect of our mission, and foster mutual understanding, cohesiveness, and connection within the congregation.

The Media Coordinator must be self-motivated, highly organized, technologically savvy, and devoted to the love of God and neighbor. This role requires leadership, the ability to empower ministry leaders and volunteers, and the discipline to manage tasks, even with unprecedented deadlines. This is part-time; and will be extended to full-time.

General Task: The Media Coordinator is responsible for St. Albert Trapani's ministry support, emphasizing developing processes for or administering communications and digital assets.

Responsibilities:

- Develop and maintain annual editorial calendar and content.
- Manage online content (website, social media, blog, etc.)
- Prepare quarterly household mailer
- Publicity as needed signage, posters, postcards, and public efforts
- Work with ministry leaders to ensure communication for their ministry events
- Gather photos, videos, and stories for use within St. Albert Trapani Church
- Produce in-house video clips on homilies or other clips featuring SAT congregants, events, or issues.

Qualifications:

- Basic understanding of IT, social media, and internet-related issues.
- Flexibility to accommodate weekdays and weekends in rhythm with church life and needs.
- Ability to work with many people who have varying levels of interest and ability
- Experience in communication
- Experience in or willingness to learn visual media, including video production.

Contact: If you are interested in applying for this position, please get in touch with Fr. Kingsley Nwoko at frkingsley@stalberthouston.org or 713-771-3596