

# **Part-Time Communications Coordinator St. Michael the Archangel Catholic Church**

Houston, Texas

## **Summary:**

The Part-Time Communications Coordinator creates and delivers St. Michael the Archangel's communications strategy. Working with the parish clergy, office staff, directors, and volunteers to promote the purpose and mission of St. Michael the Archangel through weekly bulletins, the parish website, Flocknote, social media platforms, and special projects as deemed necessary by the Pastor or Pastoral Associate for Administration.

## **Essential Duties and Responsibilities** include the following:

- Support and promote the parish ministries, programs, activities and events through social media, print and electronic communications.
- Manage and prepare all regular parish wide communications, print and electronic, as well as externally distributed communication pieces.
- Craft and implement a strategy to increase the parish visibility in the community.
- Prepare the weekly Bulletin.
- Manage and update the Parish Website.
- Maintain Flocknote and send out notifications, as needed.
- Manage and update social media platforms for the parish.
- Assist with the preparation of flyers for ministry and church activities and events.
- Develop relationships and tools to provide invitation to, and promotion of St. Michael Catholic Church to the broader community.
- Other duties as assigned by the Pastor or Pastoral Associate for Administration.

## **Qualifications:**

Qualifications for this position include experience with graphic design, media, website management and excellent writing skills. Creativity, ability to collaborate with office staff and volunteers, flexibility and love of the Catholic faith are a must.

## **Skills, Knowledge and/or Abilities**

- Proficient in InDesign, Publisher, and Microsoft Office.
- Working knowledge of ParishSOFT preferred.
- Task-oriented with an excellent sense of priority, logic and objectivity.
- Highly organized and capable of handling multiple numbers of sensitive and important issues simultaneously.

## **Education and Experience:**

BS/BA degree in related field, preferred.

Send cover letter with resume and salary requirements to [dmortus@stmichaelchurch.net](mailto:dmortus@stmichaelchurch.net)