

JOB DESCRIPTION

JOB TITLE: Communications Specialist

Exempt: No

Supervisor: Pastoral Associate

Employee:

SUMMARY: The Communications Specialist will develop and implement communication strategies for the unique missions of St Augustine's and St Mary of the Assumption's parishes. The position will be responsible to manage parish communication through the parish website and social media platforms and facilitate a cohesive exchange of information between all the ministries to advance our outreach into the parish community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Monitor, develop, and implement multi-media projects.
- Develop and implement a communication strategy that includes social media content creation.
- Layout and design attractive webpages and print material.
- Create content and schedule posts using social media management software.
- Create and manage master communications calendar to ensure efficient and congruent message dissemination.
- Research and write content for the parish website, infographics, parish news and newsletters.
- Produce high-quality copy for all forms of communication.
- Work with other employees/volunteers to brainstorm content ideas, in line with the communications strategy and in support of the parish and Church mission.
- Update and maintain parish website and social media accounts (Facebook, Instagram, Twitter, etc.)
- Maintain electronic signs with messaging per communications plan and/or special events.
- Lead Public Relations effort to proactively place stories and gain media coverage for newsworthy events.
- Stream masses and coordinate placement of prayers/hymns either on the webpage or during stream.
- Capture special events through photography and video as well as maintaining and organizing parish event photos/videos.
- Design and update digital signage on parish campus.
- Maintain a personal online presence, which aligns with the Church's values and vision.
- Proof weekly bulletin.
- Work closely with office staff, members of St Mary's/St Augustine's parish and various committees and boards.
- Train volunteers and schedule (offsite and onsite) video camera operators.

- Perform any other tasks assigned by the Pastoral Associate, Pastor and/or their delegate.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Knowledge and proficiency with WIX, Microsoft Office Suite programs including Word, Excel, PowerPoint, Publisher and Google Suite including Docs, Sheets, and Forms.
- Knowledge and proficiency with Facebook, Instagram, Twitter, Pinterest and other forms of social media. Experience using Hootsuite a plus.
- Strong skills in organizing, multi-tasking and following through in a busy, changing environment with little direct supervision.
- Excellent relationship-building skills with a focus on service to others; high level of energy, creativity and professionalism; ability to establish trust and work collaboratively.
- Strong oral and written communication skills.
- Experience working with the public and handling issues/complaints in a diplomatic manner.
- Have knowledge of the Catholic Church, teachings, structure, and policies.
- Ability to be detail oriented, and to work independently.
- Flexibility to work from different locations via remote connection and able to work nights, weekends and/or holiday hours as needed.
- Demonstrated ability to handle confidential, time-sensitive and critical matters using good judgement, tact, respect and discretion.
- Ability to lift up to 15 lbs.

The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE: Associate degree in communications, social media, and/or marketing and one year's related experience; or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES: Active member of a Roman Catholic parish faith community or has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church.

Send resumes to: resume@stmarysassumption.org