

JOB DESCRIPTION

CORPUS CHRISTI CATHOLIC CHURCH ALISO VIEJO, CA

POSITION TITLE:	Communications Coordinator
JOB CLASSIFICATION:	Non-Exempt
DEPARTMENT/PROGRAM:	Communications
REPORTS TO:	Pastor
SCHEDULE/HOURS:	20-25 hours/week (Part-Time)
PAY RANGE:	\$25 to \$27 per hour Based on experience, education and qualifications.
SUPERVISORY RESPONSIBILITY:	N/A

PRIMARY PURPOSE:

The communications Coordinator will lead and enhance Corpus Christi Catholic Church's efforts in engagement, renewal, outreach, branding, and effective marketing. This individual will foster growth in discipleship, build a welcoming environment, creatively evangelize, and improve parish communication internally and with the broader community. Responsibilities include creating, organizing, and implementing communications to support parish ministries, engage community members, and advancing parish objectives through various communication channels, including print, digital, and in-person efforts.

Because all Corpus Christi Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

EDUCATION:

- Bachelor's degree in communications, marketing, or a related field.

QUALIFICATIONS & EXPERIENCE:

- Fully initiated and practicing Catholic
- Ability to communicate creatively with attention to detail and promote parish events effectively.
- Ability to maintain strict confidentiality with sensitive parish and personnel information.
- Compassionate, ethical, reliable, and professional with a strong work ethic.
- Self-motivated, results-oriented, with a positive and enthusiastic outlook.
- Flexibility to work varied hours for parish events as needed.
- Excellent organizational, interpersonal, and communication skills.
- Advanced knowledge of and familiarity with social media platforms (e.g. Facebook, Instagram, YouTube, etc.) and website design.
- Demonstrated experience creating social media content for a Catholic church or similar faith-based community.
- Strong project management skills with the ability to prioritize tasks effectively.
- Experience in developing, organizing, and promoting parish or community events.
- Proficiency in Photoshop, InDesign, and/or other creative programs/software.
- Creative and keen eye in artistic mediums.

ESSENTIAL FUNCTIONS & SCOPE OF WORK:

1. Parishioner Engagement

- Creating and maintaining effective communication with parishioners through all media platforms from print, digital, and beyond.
- Designing Welcome Packets for new parishioners and collaborate with Administrative Assistant for distribution.

2. Event Coordination

- Collaborate with the Pastor, staff, and ministry leaders to develop and promote parish events and evangelization efforts through internal and external communications.
- Promotions through all media platforms, which include signage and city involvement.

3. Bulletin and Print Material Production

- Collaborate with the administrative assistant in the design and production of the weekly parish bulletin using Adobe InDesign, ensuring accuracy and timely weekly submission.
- Creating high-quality advertising material for parish events and distributing them across various communication platforms.

4. Digital and Social Media Management

- Direct the Communications team on what events to promote and how to creatively produce social media posts, including videos, news updates, prayers, and other content.
- Oversee all promotional activities and ensure information is updated on the website and social media platforms.
- Respond to online messages and reviews, and track engagement benchmarks.
- Maintain social media platforms

5. Website and Content Management

- Update parish website content regularly.
- Record, edit, and post Sunday homilies and other media.

6. Communication Channel Oversight

- Oversee the communication assistant in maintaining and organizing parish communication displays (e.g., vestibule, church marquee, electronic marquee) with approved content.

Preferred:

- Church or non-profit experience
- Practicing Roman Catholic

Work Environment:

- The Communications Coordinator will work primarily in an office setting within the church premises.
- The role may require occasional travel to various locations for parish events and community outreach.
- The work environment is collaborative, requiring regular interaction with parish staff, volunteers, and community members.
- The position involves working with digital tools and platforms, necessitating a comfortable workspace with access to a computer and the internet.
- Flexibility in working hours is essential, as the role may involve evening and weekend work to accommodate parish events and activities.

Physical Requirements:

- Ability to sit or stand for extended periods while conducting classes, meetings, and events.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Occasional lifting and carrying of materials and equipment up to 25 pounds.

- Ability to move around the church premises and event locations as needed.
- Visual acuity to review detailed documents and materials.
- Manual dexterity to operate office equipment, including computers, printers, and other communication tools.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Ability to communicate effectively in person, over the phone, and through digital platforms.
- Must be able to set up and dismantle chairs, tables, and other equipment needed for parish activities as required.