

JOB DESCRIPTION

ST. NORBERT CATHOLIC CHURCH

Orange, CA

POSITION TITLE:	Communications Coordinator
JOB CLASSIFICATION:	Non-Exempt
HOURS/SCHEDULE:	15-17 hours per week - Schedule to be determined and may vary. Must be available for select nights and weekends.
PAY RANGE:	\$20-\$24 per hour Commensurate with education and experience.
REPORTS TO:	Business Manager
SUPERVISORY RESPONSIBILITY:	None

INTERNAL/EXTERNAL CONTACTS: Clergy, parish staff, parishioners, families, volunteers, and Diocesan Communications Team, including the communications manager and other diocesan offices.

Overview of Position:

The communications coordinator supports the mission and vision of St. Norbert Catholic Church by managing and implementing a comprehensive communications strategy. This individual will execute the parish's existing Communications Plan and ensure consistent, creative, and faith-centered messaging across all platforms.

The ideal candidate has a passion for storytelling, and a strong grasp of communication best practices and modern digital tools. Working closely with the pastor, parish life director, school principal/vice principal, business manager, and ministry leaders, the coordinator will enhance engagement with parishioners, visitors, and the wider community. The candidate will plan, create, implement and manage the organization's social media and website content to promote and increase awareness of what's happening in our parish community.

All St. Norbert Catholic Church employees represent the Roman Catholic Church; as such, they are expected to conduct themselves according to the goals and mission of the Church in their role and work.

Key Responsibilities:

- Increase engagement with current audiences and expand reach to new ones.
- Create, curate, and publish ministry-related content that communicates the Gospel and promotes discipleship.

- Provide communications support for parish events, ministries, and initiatives by creating content for social media, flyers, e-mail templates, bulletins, etc.
- Plan and manage content on all parish social media platforms and assist with website content.
- Ensure consistency through parish messaging and branding.

Communications Plan

- With each year, update the comprehensive Communications Plan, in collaboration with the pastor and business manager, with the goals, strategies, and measurable objectives for the upcoming year.
- Participate in monthly check-in meetings with the diocesan communications manager to discuss the progress of the Communications Plan and gather additional support or guidance from the communications manager.
- Create monthly reports detailing social media engagement analytics. The metrics should include website traffic, social media engagement, email open rates, and any other relevant data showing effectiveness of communication strategies.
- Attend quarterly diocesan communications workshops.

Website & Social Media

- Assist with St. Norbert Church's website, ensuring timely, accurate, and visually appealing content.
- Expand and create an immersive social media presence for St. Norbert Church.
- Create and maintain engaging social media content that fosters community and reflects parish life.
- Monitor analytics and engagement to refine digital communication strategies.
- Manage all parish social media accounts.

Marketing & Promotion

- Develop systems to organize, prioritize, and communicate promotional items. Develop a process to organize and prioritize communication requests.
- Create communication strategies to inform and promote teaching series, big events, and other campaigns. Design strategies to promote parish and liturgical events, formation opportunities, major initiatives, St. Norbertfest, and ministry events and activities.
- Collaborate with the bulletin editor to ensure messaging is consistent across all parish communication platforms.

Brand Management

- Monitor the look and feel of all promotional materials representing St. Norbert Church and its ministries. Ensure consistent use of the St. Norbert Church brand, including logo, text, and imagery to maintain a cohesive visual identity across all print and digital materials.

Public Relations

- Establish, foster, and maintain active relationships with secular, denominational and interfaith media.
- Serve as the liaison for media relations, in collaboration with the Diocesan Office of Communications.
- Build and maintain connections with local community partners, businesses, and organizations to support parish events such as the annual parish festival, St. Norbertfest.

Services and Events

- Create consistency in messaging around the weekly liturgical celebrations. Ensure consistent and faith-filled messaging for weekly liturgies and parish events.
- Participate in brainstorming and creative sessions to develop series content, service promotions, and supporting materials. Collaborate in the planning and execution of major parish communications initiatives.
- Coordinate with St. Norbertfest team and business manager to develop content, informational and marketing materials that promote the event and engage donors, volunteers, parishioners, and the larger community.
- Be present at St. Norbertfest to capture photos, videos, and stories for use on social media and other parish communication channels, effectively documenting and sharing the spirit of the event.

Other

- Perform other duties as assigned.

Qualifications for Role:

- Practicing Roman Catholic with a commitment to the mission and teachings of the Church.
- Bachelor's degree in Communications, Public Relations, Marketing, Creative Arts, or equivalent relevant experience.
- Strong reading, writing, editing, and proofreading skills, with excellent verbal and interpersonal communication abilities.
- Demonstrated integrity, professionalism, and discretion in all interactions.
- Knowledge of social media management, website maintenance, and editing tools for creating digital content.
- Administrative skills and technology proficiencies required. Highly organized, self-motivated, and able to manage multiple projects and deadlines effectively.
- Team-oriented with a servant-leader mindset and a collaborative approach to ministry.
- Creative and adaptable, with an understanding of current communication and cultural trends.
- Lifelong learner who embraces new tools, technologies, and strategies to strengthen parish engagement.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, paper shredder, office equipment, etc.
Essential Physical Tasks:	Ability to sit, stand, remain stationary, reach, and occasionally lift up to 30 lbs as needed.