

JOB DESCRIPTION

Diocese of Orange - Saint Joseph Catholic Church - Placentia, CA

Position Title:	Communication Coordinator
Job Classification:	Non-exempt, Fulltime {32-40 hours/week
Department:	Administration
Reports to:	Business Manager
Pay Scale:	\$21.00/hour to \$24.00/hour depending on experience.
Supervisory Responsibility:	Oversee and direct volunteers as needed.

Summary Overview: This individual will develop engaging content for the bulletin, newsletter, website, and social media that is cohesive with the goals and mission of the parish and school. Is also responsible for the production, supervision, delivery of livestreaming services, and media team.

REQUIRED FUNCTIONS

- Because all St. Joseph 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.
- Upholds and supports the vision, values, and mission of St. Joseph Catholic Church and School.
- Create/Prepare an informative and high-quality bulletin that is engaging and free of errors on a weekly basis using approved software with minimal supervision and submitted to publisher in a timely manner.
- Competency in developing, producing, and delivering livestream services.
- Continually assess social media channels (Instagram, Facebook, YouTube, etc.) to maximize outreach, engagement, and evangelization.
- Maintain a brand consistency in every post (i.e. profile page is visually appealing and easily identifiable as our brand through voice, colors, fonts and visuals).
- Ensure materials are distributed to all communication channels to include, but not limited to, media ministry, church vestibule, parish office, marquee, Constant Contact, and social media platforms.
- Collaborate with Director of Evangelization and School Principal in the creation of daily and weekly social media posts, including videos, news updates, prayers, resources, etc., to connect, inform, and engage parishioners and larger community.
- Work with the Director of Evangelization and School Principal in promoting parish events and parish ministries.
- Oversee all promotional activities including print, electronic, and direct mail.

- Meet all deadlines for publications and respond to Yelp, Google, and other social media messages and reviews in a timely manner.
- Maintain, edit, and update information on parish website, and social media platforms.
- Monitor effective benchmarks for measuring the impact of social media.
- Effectively communicate and promote all events and activities related to parish and school.
- Manage the recording, editing, and uploading of the Sunday homilies to the website and social media platforms.
- Ensure that the church, vestibule, marquee, and parish office fliers are up to date by removing past events, making sure there are enough copies of future events and ensuring all media are approved by pastor.
- Work with Business Manager and School Principal to design and promote merchandise.
- Work with parish office staff and volunteers on Welcome packets and other materials for new parishioners.
- Assumes additional responsibilities and activities after mutual discussion and agreement with Pastor/Administrator, Parochial Vicar, Director of Evangelization, and/or Business Manager.

ESSENTIAL FUNCTIONS

- Compassionate, ethical, self-driven, strong work ethic, punctual, reliable, and professional manner with strong organizational, interpersonal, and communication skills.
- Creates a welcoming environment and maintains organization in program offices and storage **areas**.
- Ability to effectively communicate and promote parish ministries and events in a creative manner and with attention to detail.
- Maintain a strict level of confidentiality regarding parishioners, donors, and employees.
- Elevated level of enthusiasm and committed to creating a dynamic and spiritual environment.
- Proven ability to be a leader with a positive outlook and be results-motivated.
- Ability to identify and develop others into leadership roles.
- Ability to manage multiple projects strategically and efficiently.
- Strong problem-solving and ability to prioritize and multi-task.
- Willingness and ability to be flexible with varied hours to accommodate Parish events.

DESIRED FUNCTIONS

- Invest in the Spiritual, Intellectual, Human, and Pastoral growth pillars of the parish.
- Practicing Catholic deeply rooted in faith and discipleship.
- Continued personal faith and professional development through opportunities offered at the diocesan and parish levels.
- Advanced level of website and social media management.

PHYSICAL REQUIREMENTS & EQUIPMENT OPERATED

- Typical Working Conditions: Office environment, exposure to weather during outdoor events.
- Equipment Used: basic computer or laptop, keyboard, mouse, telephone, copier, scanner, paper shredder, and audio-visual devices.
- Essential Physical Tasks: Ability to sit at a desk for extended period with some walking, standing, bending, lifting 30lbs.

QUALIFICATIONS AND EXPERIENCE

- Associate's degree **in** Communications, Marketing (or related field) preferred; **in lieu** experience may be considered.
- Bilingual in Spanish and English
- Excellent verbal/written/computer skills in English and Spanish.
- Advanced level of website and social media management.
- Ability to manage multiple projects strategically and efficiently.
- Intermediate skills and experience with Adobe, Canva, and other publishing software.
- Advanced software skills including Microsoft software and Google applications.
- Strong problem-solving and ability to prioritize and multi-task.