



Our Lady of Guadalupe Parish in La Habra is seeking a Communications Coordinator to develop and manage electronic and print media for the parish.

Position Title: Communications Coordinator

Status: Part-time (approximately 15 hours per week)

Reports To: The Director of Faith Formation

Responsibilities: To promote and advance the mission of Our Lady of Guadalupe Parish via social media, parish websites, print media, correspondence, photography, events and other communications channels.

Qualifications and Experience

- Practicing Catholic who is committed to the knowledge of the teachings of the Catholic Church.
- Background in Communications
- Excellent verbal and proven written communication skills
- Strong attention to detail and organization
- Demonstrated proficiency in technology use such as Dreamweaver, In-design, Microsoft Office Suite
- Strong understanding and demonstrated working knowledge of social media platforms
- Ability to work with other staff members, parishioners and the community
- Bilingual in English/Spanish preferred

No phone calls. Please send cover letter and resume to rhernandez@olglahabra.org.