

Position Title: Communications Coordinator

(A part-time, 20 hours per week position — with flexible hours — reporting to the Pastor, Fr. Bill Kenny, and working closely with our current AV/IT staff person, Eliana Pacheco)

Communications Coordinator Job Description

POSITION DESCRIPTION:

The Digital Media Coordinator is responsible for the development and implementation of effective communications strategies for Holy Spirit Catholic Church in the areas of social media, parish electronic communications, graphic design and photography/videography with the purpose of advancing the parish goals of hospitality, discipleship, outreach, and engagement.

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES: this person will . . .

Serve as primary webmaster/administrator for the parish.

Oversee parish social media accounts on a variety of platforms; e.g., Pro- Presenter, Facebook, Instagram, Twitter, Snapchat and Tik Tok.

Have knowledge of video editing using such platforms as Adobe Premier or Final Cut.

Create weekly content for all platforms/website, taking guidance from other members of the parish staff.

Create and publish the weekly bulletin (including a hard-copy paper edition) to parish via Flocknote platform

Create and publish other Communiques as needed.

Monitor and update Flocknote as needed.

Design digital banners and graphics to be used in all aspects of electronic communication.

Prepare “Mass Announcement” Slides for projection at weekend Masses.

Design promotional/marketing material for parish events and ministries.

Create and maintain a cohesive and integrated branding strategy for Holy Spirit Catholic Church.

Arrange and/or take photography/video for parish/ministry events.

Chair the “Communications Committee”

Accept responsibility — as time permits — in other areas of parish ministry as assigned by the Pastor.

POSITION SPECIFICATIONS/REQUIREMENTS: this person must . . .

Be proficient in Microsoft Office Suite and Google G-Suite email/calendar.

Have excellent interpersonal skills, communication skills, and ability to prioritize work.

Take initiative, having discretion and able to maintain confidentiality, good attention to detail,

Have the ability to multi-task, and to work in a team environment.

Possess a working knowledge of the Catholic Church and faith.

Possess strong writing and editing skills.

Be proficient with publishing software (e.g. Adobe InDesign, Photoshop, Illustrator, etc.).

Demonstrate strong time management skills.

Have the ability to work with minimal supervision and be able to prioritize in order to meet multiple deadlines.

Respect confidentiality needs when required.

Attend parish staff meetings.

WORKING ENVIRONMENT

Office space and appropriate technology will be provided.

EDUCATION, TRAINING, AND/OR EXPERIENCE

Bachelor's Degree in Communications and/or Marketing preferred, or equivalent experience.

Practical experience of 3+ years preferred.

For further information and/or to submit a resume, please contact pastor, Fr. Bill Kenny, at frbill@holyspiritlv.org or through parish office phone: 702-HLY-SPRT (459-7778)