

Communications Coordinator Christ the King Parish

40 hours/week, Monday-Friday (will need to work some evenings and weekends)

Summary of Position:

The Communications Coordinator for Christ the King parish is responsible for supporting the staff and ministry leaders through the development and implementation of all internal and external communications in a way that consistently articulates and reinforces the mission and vision of Christ the King Parish.

Responsibilities:

- Provide oversight and leadership to all parish internal and external communications (print and social/electronic media)
- Work with the Pastoral Team to assess, develop and administer a communications strategy and editorial calendar that drives parishioner engagement and supports the evangelistic work of the parish in the community
- Supervise and lead the *Proclaim Magazine* writing and editing teams
- Develop material consistent with the parish's branding and style guidelines
- Collaborate with ministry leaders and their teams to provide strategic input to communication material development and ensures alignment with the Catholic Church's theology and philosophy of ministry
- Oversee all communication content on platforms including, but not limited to: Squarespace (website), Meta Business Suite: Facebook and Instagram (social media), YouTube (video and livestream production), MailChimp (weekly emails), InDesign (bulletin, *Proclaim Magazine*, signage); additional programs: OpenShot (video editor), Ignite (outdoor sign content creator), NovoDS (indoor sign manager), Dropbox (file manager)
- Participate in regular meetings and additional trainings as required by the Pastoral Leadership Team (PLT)
- Develop and maintain the annual communications operational budget
- Be available for staff-on-duty rotation (approximately once every two months)

Qualities and Key Attributes:

- Bachelor's Degree in related field or work experience equivalent to
- Strong writing and communications skills
- Displays and maintains as active spiritual life rooted in a growing relationship with Jesus Christ, committed to personal prayer, reading Scripture, and Mass attendance at Christ the King Parish
- Fully embrace the mission, vision, and Plan for Renewal of Christ the King Parish
- Ability to work within a team
- Humility to receive and give feedback
- Servant leadership: we lead by serving others
- Ability to maintain positive relationships with team members
- Results-orientated
- Passion for reaching those who do not have a relationship with Jesus
- Proficiency in Adobe InDesign and Photoshop, Squarespace, MailChimp, and Microsoft Word