

**St Michael & St. Mary Parishes**  
**Position Description**

**Position:** Communications Coordinator (part-time; 25-27 hours a week)

**Location:** St. Michael, Exeter & St. Mary, Newmarket

**Reports To:** Pastor

**Function:** Responsible for the planning and execution of communications between the pastor and the broader parish community in support of the parish mission.

**Duties:**

- Maintain a written week-by-week schedule for “core program promotion” (bulletin, pulpit announcements, email, social media), based on guidance from the pastor and leadership team;
- Attend regular staff meetings and events;
- Assist staff in the development of promotional materials (print and digital) in support of programming and ministries. Ensure creative executions do not conflict with parish vision and mission;
- Manage websites for St. Michael and St. Mary parishes;
- Manage Facebook accounts for St. Michael and St. Mary parishes;
- Manage bulletin boards on parish grounds (print and digital);
- Prepare and publish weekly bulletin;
- Communicate and collaborate effectively with staff;
- Coordinate other content collection, such as photography and video of parish events;
- Other duties as assigned by the pastor.