

Christ the King Catholic Church: Belton, Texas

Position: Communications Coordinator

Classification: Non-exempt, Part-time

Catholic Required: Yes

Job Summary:

The Communications Coordinator reports to the Parish Business Administrator, and works closely with parish staff, ministry and council leaders to design and deliver highly effective communication strategies to the parish. The Communications Coordinator implements the pastor's plan of communications, stewardship, public relations, and special events while promoting involvement and investment in parish life. The Communications Coordinator is an enthusiastic leader capable of managing diverse teams to reach a common goal, initiating and completing projects and making timely, effective and ethical decisions. The Communications Coordinator is a creative self-starter who is capable of crafting solutions and is willing to actively and constantly listen to all constituents, identify mutual benefits and communicate and compel audiences through writing and speaking. The overarching goal of this position is to bring others to Christ through parish communication, ministry and outreach. The Communications Coordinator works to ensure that Christ the King's mission to grow the Body of Christ, by Word and Sacrament, bringing people to God is pursued with vigor and foresight in perpetuity. The position operates under direct supervision with some latitude for the use of independent judgment and creative initiative.

Essential Job Duties

- As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of the parish in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
- Convey the message of Christ the King Parish through paper communication (bulletins, registration, information leaflets, newsletters, etc.) and digital platforms (website, online registration, email, Flocknote, Facebook, social media, blog, etc.)
- Maintain parish website and calendar with timely updates.
- Collect and assess data and analytics in order to maintain effective ways of communication within the parish.
- Coordinate photography of parish events to be used for promotional materials.
- Maintain a collection of photos, graphics, and videos to use in various digital content projects.
- Attend staff meetings to keep apprised of events, needs and general operations of the parish.
- Maintain a work schedule that maximizes availability to staff and customers.
- Plan, coordinate and organize major parish-wide, short- and long-term events and activities.
- Provide communications and help conduct major parish stewardship development plans such as increased offertory, online giving, planned giving, major gifts, capital campaigns, bequest expectancies, iGiveCatholic, Catholic Services Appeal, and other development opportunities.
- Design and implement effective strategies, communication plans and collateral materials for parish-wide events, activities and stewardship development projects to meet the goals for the events and appeals.

- Collect, edit and design content and graphics needed to produce the weekly bulletin. Send bulletin to print, and to parishioners electronically. Develop and maintain effective working relationships with sales and support representatives of bulletin publisher and other relevant vendors.
- Facilitate a collaborative ministerial environment by reaching out to staff and ministry leaders to provide communications consultation, strategies and support for activities and fundraising efforts. An understanding of and involvement in parish and liturgical life is essential.
- Maintain, update and promote parish-wide communications via channels such as pulpit announcements, Flocknote e-mails, myParish app, website updates, Facebook, etc. Provide content to Catholic Spirit. Maintain and update e-mail database for communications.
- Interface with the local community of Belton and Temple via newspaper and other media for special events and activities, following established diocesan guidelines.
- Establish and maintain parish branding consistency across all media platforms and published materials.
- Provide administrative support as needed.

Knowledge, Skills, and Abilities

- Expertise in conducting detail-oriented, project management and process improvement strategies, techniques and tools.
- Ability to lead diverse teams in order to reach goals and objectives.
- Expertise in clear and effective written and verbal communications to various audiences.
- Expertise in event management skills to plan, organize and conduct small and large scale events and fundraising activities according to parish and diocesan guidelines.
- Strong knowledge of web design, web tools, effective social media and analytic metrics.
- Broad knowledge of various software programs for graphic design, word processing, project management, process flow, communications, photography processing, etc. in order to create collateral materials in support of communications efforts (bulletin, web, Facebook, posters, banners, brochures, etc.)
- Ability to work effectively with pastor, deacons, staff, diocesan staff and parishioners to ensure a flow of communication throughout the parish.
- Ability to bring creative solutions and ideas to impact issues and to think critically to resolve problems.
- Ability to organize, prioritize and utilize effective time management techniques.
- Ability to maintain respect at all times.
- Ability to follow instructions furnished in verbal or written format.
- Fluency in speaking and writing in Spanish a plus, but not required.
- Must be able to work flexible hours, including some weeknights and weekends.

Minimum Qualifications

Education and Training

- High school diploma
- Bachelor's degree or equivalent work experience

Catholic Requirement

- Must be a practicing Catholic in good standing

Licenses/Certifications

- Valid Texas driver's license
- Must be certified in Diocese of Austin Ethics and Integrity in Ministry within 60 days of employment, and maintain certification throughout the employment period