

## JOB DESCRIPTION

Diocese of Orange, Saint Hedwig's Catholic Church in Los Alamitos, CA

**POSITION TITLE:** Communications Coordinator

**Pay Range:** \$20 - \$24/hour depending on experience

**JOB CLASS:** Part Time (22 – 25 hours)

**DEPARTMENT:** Communications Department

**REPORTS TO:** Pastor

**SUPERVISORY RESPONSIBILITY:** Communications Assistant & volunteers

**PRIMARY PURPOSE:** The Communications Coordinator will lead and enhance St. Hedwig Parish's efforts in ministry renewal, outreach, and engagement. This individual will foster growth in discipleship, build a welcoming environment, and improve parish communication internally and with the broader community. Responsibilities include creating, organizing, and implementing communications to support parish ministries, engage community members, and advance parish objectives through various communication channels, including print, digital, and in-person efforts. This role is essential to the mission of St. Hedwig Parish, fostering an environment that encourages engagement, faith, and community outreach.

### Qualifications & Experience

#### Required

**Education:** Bachelor's degree in communications, marketing, or a related field.

#### Skills:

- Ability to communicate creatively with attention to detail and promote parish events effectively.
- Ability to maintain strict confidentiality with sensitive parish and personnel information.
- Compassionate, ethical, reliable, and professional with a strong work ethic.
- Self-motivated, results-oriented, with a positive and enthusiastic outlook.
- Flexibility to work varied hours for parish events as needed.
- Excellent organizational, interpersonal, and communication skills.
- Demonstrated experience creating social media content for a Catholic church or similar faith-based community.
- Strong project management skills with the ability to prioritize tasks effectively.
- Experience in developing, organizing, and promoting parish or community events.
- Proficiency in Adobe Photoshop and Adobe InDesign.

#### Desired

- Practicing Catholic with a strong commitment to faith and discipleship.
- Advanced website and social media management skills.
- Advanced Adobe software proficiency (InDesign, Photoshop, Illustrator).

**Essential Functions:** Because all St. Hedwig's Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The position of Communications Coordinator consists of some or all of the following duties:

**1. Event Coordination**

- Collaborate with the Pastor, staff, and ministry leaders to develop and promote parish events and evangelization efforts.
- Lead event setup and teardown, managing audio and video requirements as needed.

**2. Bulletin and Print Material Production**

- Collaborate with the communications assistant in the design and production of the weekly parish bulletin using Adobe InDesign, ensuring accuracy and timely weekly submission.
- Work with the communications assistance in creating high-quality fliers for parish events and distributing them across various communication platforms.

**3. Digital and Social Media Management**

- Direct the Communications team on what events to promote and how to creatively produce social media posts, including videos, news updates, prayers, and other content.
- Oversee all promotional activities and ensure information is updated on the website and social media platforms.
- Respond to online messages and reviews, and track engagement benchmarks.

**4. Website and Content Management**

- Update parish website content regularly.
- Record, edit, and post Sunday homilies and other media.

**5. Communication Channel Oversight**

- Oversee the communication assistant in maintaining and organizing parish communication displays (e.g., vestibule, church marquee, electronic marquee) with approved content.

**Physical Requirements & Equipment Operated**

**Working Conditions:** Hybrid schedule. Primarily office-based with one remote day per week.

**Equipment Used:** Computer, camera, video equipment, copier, scanner.

**Physical Tasks:** Ability to sit, stand, bend, lift up to 30 lbs., and work outdoors occasionally.