

Holy Redeemer Catholic Church
Communications Coordinator
Description of Responsibilities
April 2025

Status: Non-exempt, Part-time

General Description: The Communications Coordinator works closely with the Pastor, Parish Staff, and Ministry Leadership to integrate and promote Holy Redeemer Catholic Church in all facets of parish life. The Communications Coordinator is responsible for creating, delivering, and maintaining a comprehensive communications plan for the Parish.

Reports To: Director of Finance and Operations

Responsibilities Include:

- Promotes timely and effective internal communications for Holy Redeemer Parish through organizing and managing various mediums. This includes:
 - Writes, designs, and edits weekly bulletin
 - Designs and edits weekly e-newsletter
 - Designs, manages and updates parish and school websites
 - Manages and updates parish and school social media sites
 - Manages and updates church narthex bulletin-boards, TV's and other forms of communication
- Works with the pastor, parish staff, and various ministry leaders to publicly promote and advertise the parish and its ministries through various methods. These include:
 - Communicates information to The Message Catholic Newspaper
 - Updates campus electronic sign
 - Manages the communication for and promoting of special events/fundraisers. Coordinates print material and publications related to these events.
- Coordinates photography and/or videography of special events.
- Manages other communications-related publications, such as Parish Directory.
- Serves as a communications resource to staff and volunteers.
- Maintains a physical presence in the office.
- Assists parish front office staff with parishioners and/or customers.
- Performs other responsibilities as requested.

Requirements / Skills:

- Practicing Catholic with demonstrated knowledge of the Catholic Church, its teachings, and traditions. Strong commitment to the values, mission, ministry, and evangelization of the Roman Catholic Church.
- Bachelor's degree in communications, marketing, or related field preferred or 5 or more years of experience in Communications or Marketing.
- Flexible schedule as some events are in the evenings and/or on weekends.
- Proficient in Microsoft Office (Word, Excel, Powerpoint, Publisher), and/or Google Suite.
- Strong interpersonal and communication skills with the ability to work effectively with a wide range of people.

- Highly organized and self-driven with ability to manage multiple projects and details objectively.
- Ability to work independently and set priorities while collaborating with a team.
- Ability to balance team and individual responsibilities
- Desire to help others learn and develop new skills.

If interested please send your resume to Lori Hurt at lahurt@evdio.org