



JOB DESCRIPTION

St. Gregory the Great Family

Position Title	Communications Coordinator
Location	St. Gregory the Great Family of Parishes
Reports to	Director of Communications
Status	Part Time (20 hours per week)

POSITION SUMMARY:

The Communications Coordinator is a creative, organized, and detail-oriented professional responsible for developing and managing content in support of the mission, vision, and priorities of the St. Gregory the Great Family of Parishes. This position designs graphics, captures photos, writes, edits, and proofreads content for use in digital and print mediums. The Communications Coordinator leads the production of the weekly parish bulletin, email newsletters, and social media strategy, and reports directly to the Director of Communications.

The St. Gregory the Great Family of Parishes includes three churches and two schools: Guardian Angels parish and school, Immaculate Heart of Mary parish and school, and St. John Fisher parish.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Develop and produce content aligned with the mission, vision, and priorities of St. Gregory the Great Family of Parishes, under the direction of the Director of Communications.
2. Produce and manage content for the weekly parish bulletin and email newsletter, ensuring clarity, visual appeal, and timely delivery.
3. Design, edit, and collaborate on graphic materials for use across digital and print mediums, ensuring visuals are aligned with established branding guidelines.

4. Capture and edit photos and basic video content to showcase St. Gregory the Great special events, liturgies, and activities, for use across social media, newsletters, bulletins, and other communications channels.
5. Plan and execute a social media strategy for St. Gregory the Great, including content creation, scheduling, and community engagement.
6. Serve as the first point of contact for incoming communications requests. Evaluate, prioritize, and schedule communications by maintaining an organized tracking system for communications projects and workflows.
7. Assist with the coordination of multi-channel communications in alignment with established timelines, organizational priorities, and direction from the Director of Communications.
8. Collaborate on cross-departmental projects with other staff members, ministry leaders, and volunteers by collecting and preparing content in support of special events and strategic marketing initiatives.
9. Coordinate outreach efforts to external organizations by sharing St. Gregory the Great major events and special initiatives.
10. Other duties as assigned.

POSITION SPECIFICATIONS/REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, or physical demands required. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.

1. Education and/or Experience: B.A. in Communications, Graphic Design, Marketing, or related field, OR at least 1-3 years of prior experience in Communications, Graphic Design, Marketing, or related field
2. Practicing Catholic in full communion with the Church and familiar with Church teaching
3. Creative and detail-oriented with strong visual communication and graphic design skills
4. Exceptional writing, editing, and interpersonal skills, with the ability to adapt tone for different audiences
5. Exercises discretion, sound judgment, and professionalism when collaborating with other parish staff, ministry leaders, and volunteers
6. Proficient in:
 - a. Microsoft 365 and Adobe Acrobat
 - b. Constant Contact or other email marketing tools
 - c. Canva or other graphic design software

- d. Content creation and management of social media platforms
- e. Photography
- f. (Preferred) Basic video editing

Additional Requirements

1. Must pass a background, criminal, and reference check.
2. All employees of St. Gregory the Great Family of Parishes must be SafeParish™ trained and be current on their quarterly bulletins in order to remain in compliance with the requirements of the Decree on Child Protection.
3. Must be able to pass a drug test.
4. Must have a valid driver's license, required insurance coverage, and be willing to occasionally use one's automobile for local travel to St. Gregory the Great Family of Parishes' campuses (Guardian Angels, Immaculate Heart of Mary, St. John Fisher).

Working Environment

1. Typically, Monday through Friday. Occasional weekend or evening work hours in support of special events, initiatives, or liturgical seasons.
2. Employees of St. Gregory the Great Family will know the Catholic faith, have a willingness to work for a Catholic, faith-based agency, and adhere to the policies of the Catholic Church.
3. Employees will not publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. The requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

If interested in applying, please submit resume, cover letter, and portfolio of written, graphic design, and photography samples to Abigail Rafael at abigailr@sggparish.org.