



FAMILY OF THE MOST HOLY EUCHARIST JOB DESCRIPTION

TITLE: Communications Assistant

REPORTS TO: Director of Communications

JOB CLASSIFICATION: Part Time

EFFECTIVE DATE: October 2026

POSITION SUMMARY:

Performs a wide variety of administrative duties that involve working with the church's digital, web, and creative presence. Responsibilities include working on the weekly bulletin, upkeep and inputting information on church websites, creating and sending the Friday email blasts, creating graphics as necessary for the bulletin and church communications, and keeping the Facebook pages current and up to date.

EDUCATION/EXPERIENCE/ABILITIES:

- Bachelor's Degree preferred or a minimum of 2+ years of relevant experience in a fast-paced office environment.
- Ability to deliver creative content (text, video, graphic, photo).
- Highly organized and detail oriented.
- Strong computer and office skills, and able to handle recurring responsibilities and project assignments.
- Must possess strong organizational skills, self-discipline, and the ability to prioritize and complete projects on time.
- Strong multi-tasker who can handle multiple tasks simultaneously.
- Excellent verbal and written communication skills.
- Friendly and positive attitude.
- Ability to communicate clearly and efficiently.
- Must be able to work independently with minimal supervision.
- Working knowledge of Word, Excel, Canva, Adobe InDesign, and Adobe Photoshop preferred.
- Working knowledge of social media platforms such as Facebook, YouTube, and Vimeo.
- Experience in posting content and updating/troubleshooting websites (eCatholic knowledge a plus but not required).

WEEKLY REQUIREMENTS:

- Create weekly bulletin and upload content to bulletin provider.
- Oversee weekly email blasts.
- Travel to parishes for communication updates.
- Check Google and eSpace calendars for important events.
- Help create, schedule, and execute innovative social media posts ensuring content is timely and accurate with feedback from the Communications Director.
- Update Mass attendance spreadsheet.

**OTHER DUTIES/RESPONSIBILITIES:**

- Supports the Director of Communications in quarterly and bi-annual church communications such as State of Parish reports and seasonal bulletins.
- Use of the Church Management System to create labels or spreadsheets for church or school groups.
- Operate a wide variety of equipment such as personal computer, printers, phones, and scanners.
- Create spreadsheets for event planning.
- Work with other departments for prompt and efficient details of upcoming events and programs.
- Attend archdiocesan communication or parish workshops on a yearly or bi-yearly basis as needed.
- Other duties as required by the Director of Communications.

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Family of the Most Holy Eucharist will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies as put forth by the Archdiocese of Cincinnati. Employees will not publicly oppose the teaching of the Catholic faith nor 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. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date