

**St. Maximilian Kolbe Parish
5720 Hamilton Mason Road
Liberty Township OH 45011
513-777-4322**

Position Title: **ADMINISTRATIVE ASSISTANT: COMMUNICATIONS**

Status: Part-time (24 hours/week); Non-exempt, 12 months

Reports to: Director of Finance and Administration

JOB SUMMARY: Provides general secretarial and related office services; supports the Director of Communications in their effort to implement a comprehensive communications plan for the parish staff, commissions, and ministries.

MAJOR RESPONSIBILITIES & REGULAR ACTIVITIES:

1. Minister of Hospitality Services

- While being warm, friendly and compassionate, welcomes people who come into the parish office and assists with their needs
- Answers the phone in a friendly tone and refers callers to the appropriate staff
- Provides service to the needs of those that approach the office, both visitors and coworkers

2. Communications

- Assists with parish communications tasks and content creation
- Assist in creating and/or proofing major correspondence to the parish and outside community as well as letters and other correspondence needed by staff
- Assists with content and management of print and social media
- Prepares daily 1% Challenge email
- Schedule and maintain parish streaming platforms
- Assist with website maintenance

3. Other

- Assists and backs up other administrative personnel as needed
- All other things deemed necessary by the pastor or his designee

SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:

- Basic knowledge of how the parish operates
- Ability to represent the parish to those who call or visit
- Ability to work cooperatively with a variety of persons
- Ability to multi-task with numerous interruptions
- Ability to communicate verbally and in writing
- Ability to write, edit and proofread
- Excellent time management skills and the ability to meet deadlines

EDUCATION, TRAINING AND/OR EXPERIENCE:

- Active member of a Roman Catholic parish is preferred
- High school graduate or equivalent
- Advanced studies / experience in communications, social media and graphic design, highly preferred
- General clerical experience
- Experience working with the public
- Experience with:
 - website programs
 - desktop publishing tools
 - graphic programs (Canva)
 - social media management (Meta Business Suite, Facebook, Instagram, & YouTube Creator Studio)
 - email marketing (Constant Contact)
 - Microsoft Office Suite (Publisher, Word, Excel) and others as needed

WORKING ENVIRONMENT:

- Variable hours Monday through Friday
- Occasional evening or weekend hours dependent on scheduled events
- Scheduled hours to be approved by supervisor

ACKNOWLEDGEMENT:

Employees of St. Maximilian Kolbe Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Maximilian Kolbe Catholic Church. Employees will not publicly oppose the teachings 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 with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.