

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

Position Title: **COMMUNICATIONS ASSISTANT**

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

Reports to: Director of Communications

JOB SUMMARY: Provides primary support to 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. Communications

- Assist the director in implementing a branding strategy for the parish, ensuring that all materials from the department follow branding guidelines for consistency
- Implement the parish social media strategy through scheduled posts and livestreams
- Create and share visual and written messages, weekly email blasts, news/posts, etc.
- Assist in creating and/or proofing major correspondence to the parish and outside community, as well as letters and other correspondence needed by staff
- As assigned, work with staff and ministry leaders on promotional materials
- Schedule and maintain parish streaming platforms
- Assist with website updates and maintenance
- All other tasks and content creation assigned by director

2. Other

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

SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:

- Must have demonstrated proficiency with:
 - Meta Business Suite
 - Adobe Creative Cloud and/or Canva
 - Constant Contact
 - website design
 - YouTube Creator Studio
 - Microsoft Office Suite (Publisher, Word, Excel)
- Excellent verbal and written communication skills, including the ability to write, edit and proofread with accuracy
- Ability to work cooperatively with a variety of persons
- Must be reliable and be able to utilize time management skills to:
 - prioritize work
 - multi-task with numerous interruptions
 - meet deadlines

EDUCATION, TRAINING AND/OR EXPERIENCE:

- High school graduate or equivalent
- College degree in Communications / relevant experience in communications, social media and graphic design, highly preferred
- Active member of a Roman Catholic parish is preferred

WORKING ENVIRONMENT:

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

Before starting the position, the applicant must be fingerprinted, complete a background check, and be enrolled and/or current with the Archdiocese of Cincinnati SafeParish child protection training.

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.