

JOB DESCRIPTION

Position Title: Communications Specialist, St. Albert the Great

Status: Full time, hourly

Reports to: Business Manger

PRIMARY FUNCTIONS: The primary responsibilities of this position are to provide timely updates to the parish website, and social media accounts and to submit weekly bulletins. Also, this position will strive to enhance the overall quality of the social media presence of the community, and assist in Beacons of Light initiatives of the parish family. As needs arise and time allows, other tasks may be required by this position.

- A. Parish website and social media:
 - a. Review content of website and maintain up-to-date information across all pages.
 - b. Collaborate with staff members to provide information.
 - c. Develop, create, proofread and submit weekly bulletin to vendor.
 - d. Offer assistance to individual ministries who have social media presence.
 - e. Offer assistance to school website and/or social media.
- B. Flocknote:
 - a. Compose and distribute timely information to subscribers.
- C. Content creator:
 - a. Development and maintain content to display both physically on the bulletins boards and digitally on TV's in the community facilities.
- D. Collaboration with Ascension, St. Albert's and St. Charles' parishes:
 - a. Work with communications personnel from each parish to share information across all platforms.
 - b. Assist in development and implementation of one family bulletin.
- E. Parish office support:
 - a. Assist with the following when the administrative assistant is not able:
 - 1. Answer the telephone and welcome visitors.

QUALIFICATIONS:

Familiarity with social media platforms such as Facebook, Twitter, Instagram, etc...

Ability to create content for distribution on multiple platforms.

Experience with website design and Flocknote software desired

High level of attention to detail

Strong written, oral and team communication skills

Excellent organizational skills

Knowledge of Catholic Faith

Contact Tom Hutchinson thutchinson@stalbertthegreat.net with resume and cover letter.