



ST. MICHAEL THE ARCHANGEL FAMILY OF PARISHES

Mary, Help of Christians
Church

Sacred Heart Church
New Carlisle

St. Augustine Church
Jamestown

St. Brigid Church
Xenia

St. Luke the Evangelist Church
Beavercreek

St. Paul Church
Yellow Springs

POSTION DESCRIPTION

TITLE: COMMUNICATIONS SPECIALIST

STATUS: PART-TIME (20 HOURS PER WEEK), HOURLY, NON-EXEMPT, 12 MONTHS

POSITION SUMMARY

The Communications Specialist will support the internal and external communication efforts of The St. Michael the Archangel Family of Parishes in coordination with the Communications Director. This role involves writing, graphic design, and print/digital media with the mission to bring more souls to Christ through the formation of missionary disciples. The Communications Specialist reports to the Communications Director. S/he will serve as a collaborative member of the parish team.

PRIMARY RESPONSIBILITIES

- Develop, maintain, monitor, and update website content.
- Support all facets of the family bulletin and e-newsletter, to include content collection/creation, layout/design, publisher coordination, and continuing education.
- Attend and report family activities via photos, video, and written content.
- Post social media content in coordination with the Communications Director.
- Assist staff and parishioners with content creation and other requests.
- Organize, index, and maintain media storage.
- Other duties as assigned.

KNOWLEDGE | SKILLS | ABILITIES

- Practicing Catholic with a strong understanding of the Catholic Church and a passion for the faith.
- Strong verbal, written, and digital communication skills.
- Ability to interact with a wide range of audience members including leadership, staff, volunteers, and parishioners.
- Strong organizational, time management, and creative solution seeking skills.
- Ability to handle confidential and sensitive information appropriately.
- Extensive experience with Wix (or very similar platform) and Adobe software.
- Knowledge of and adherence to U.S. copyright law, as well as AP Style.
- A desire to serve and to work in a team setting with a willingness to learn.

COMPENSATION

- Compensation is commensurate with the candidate’s experience.
- Job offer is contingent on background checks and completion of the SafeParish requirements.

Send a letter of interest, resume, portfolio/work sample links, and salary requirements by 8/04/25 to:
communications@smafp.org