

JOB DESCRIPTION

Position:	Communications Coordinator	Status:	Full-Time
Supervisor:	Parish Life Director	Schedule:	M-F 8AM–5PM
Location:	Holy Trinity Parish 3111 Tierra de Dios Drive El Dorado Hills, CA 95762	Category:	Non-Exempt
		Pay Range:	\$16-22

SUMMARY OF POSITION: This position serves as the point of contact and organizer of all parish events which includes managing incoming events and facility use inquiries by phone, in person, and electronically. This position provides administrative support by developing, executing, and monitoring communication strategies among parish staff, ministries, parishioners, and guests. The role involves creating public relations and marketing materials, as well as coordinating their distribution to the community. This position requires a substantial understanding of and professional use of Microsoft Office, marketing tools, social media, and CRM platforms along with exceptional communication skills in a fast-paced and high-energy environment. The right candidate needs to have a clear understanding of and a willingness to participate in our stewardship way of living.

DISTINGUISHING CHARACTERISTICS: As with all parish roles, this is a confidential position requiring a high degree of discretion, organizational planning, and performance of high-level administrative duties that require self-initiative, knowledge, judgment, and tact.

ESSENTIAL FUNCTIONS:

1. **Community Organization:** Develop and implement a plan of communication between event requesters, parish staff, ministry leaders, and facility team to create an efficient flow of information and implementation of event and facility needs.
2. **Event Coordination:** Schedule, update, and distribute information regarding all parish events and activities in a timely and organized manner. Work with event organizers to create individualized communication plans for each event. Successfully coordinate advertisement through appropriate community-wide mediums such as the bulletin, email blasts, bulletin board, social media, and verbal announcements. Monitor event success to continually update and improve event coordination strategies.

3. **Promotional Material Creation:** Utilize a variety of tools, including Adobe and Canva to design, create, and distribute original promotional materials for a variety of event needs. Material may include posters, flyers, bulletin pages and/or inserts, pew cards, and digital materials such as Facebook and Instagram posts and promotions.
4. **Office Administration Duties:** Oversee the timely opening and closing of the parish office. Prepare announcements for weekend Masses. Coordinate all funerals from intakes through facility reservation and ministry coordination. Be available to assist other staff members with IT questions and needs. Organize, train, and manage office volunteers to assist the Administrative Assistant. Update and maintain the parish database and create reports for Parish Life Director. Support the Parish Life Director and resident clergy in whatever ways needed.
5. This position works closely with the Parish Life Director, Clergy, Ministry Leads, and Administrative Assistant on a wide variety of special tasks and projects including parish and staff social events and requires some evenings and weekends.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied, and increasingly responsible administrative position, including working with the public. High level knowledge and efficient use of technology for many forms of communication.

Skills / Knowledge: Practicing Catholic with knowledge and understanding of the Catholic Church; advanced knowledge of various computer programs such as Microsoft Office Products (Word, Excel, Access, Outlook) and design tools (Adobe and Canva); excellent organizational skills; extreme attention to detail; exceptional interpersonal skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form with accuracy in spelling, grammar and punctuation; ability to work and relate to a variety of personalities and cultures with respect, friendliness and poise; ability to work in a fast-paced, team-oriented environment, handle multiple assignments simultaneously, and prioritize workload; ability to work on projects independently; superior time management skills; ability to think critically and analytically.

Interested candidates should send Diocesan Pre-Application Statement, cover letter, resume and a minimum of two references to the attention of Parish Life Director at htp@holyltrinityparish.org by May 14, 2023.

The Diocesan Pre-Application Statement can be found here: [Diocesan Pre-Application Statement](#)