

St. Pius X Catholic Parish in Indianapolis IN, is currently seeking a full-time Communications Specialist. Our ideal candidate will have experience in creating content that will build and maintain a positive image for our organization. The Specialist will support the Business Manager and St. Pius staff in all areas of communication for the parish, including coordinating the bulletin, designing weekly email updates, updating website and managing social media profiles. Applicant must have experience with design, editing, and branding; have familiarity with Adobe Creative Suite; possess strong interpersonal skills; and be very organized and confidential.

Pay is commensurate with experience, and benefits are included. Knowledge of the Catholic faith and willingness to support and effectively communicate the mission of the Catholic Church.

\*This position is possible Hybrid in Indianapolis.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Creating, editing, and publishing print and electronic content, including written pieces, still photography, audio-video and electronic newsletters.
2. Creation and publishing of social media content and monitoring activity.- Digital content management.- Website management.
3. Strong written and verbal communication skills required
4. Proficiency in Google and Microsoft(Publisher) is needed.
5. Adobe Cloud (InDesign, Photoshop, Illustrator etc.)
6. Desire a graphic designer to help "tell our story" in compelling, impactful ways.
7. Administering the Safe Environment Policy of the Archdiocese.

#### QUALIFICATIONS

Excellent project management and organizational skills, excellent verbal and written communication  
Strong organizational and interpersonal skills.

Ability to adapt, be flexible & multi-task in fast-changing environment

Experience with creating and managing content on social media and Adobe products.

Proven experience with successfully meeting deadlines under pressure.

Ability to work with minimal supervision and collaborate with team and volunteers.

Moral life according to the teachings of the Catholic Church.

Teachable spirit. Willing to take on new tasks as assigned.

#### Education:

Bachelors degree in Marketing, Communications, English, Media, or related experience.

For Immediate Consideration, Send applications or inquiries to: [ksweeney@spxparish.org](mailto:ksweeney@spxparish.org)