



Saint Joseph
CATHOLIC CHURCH

Mission Statement

**“We invite all to Worship, Pray, and Evangelize
as we love and serve the Lord”.**

Job Title: Communications and Engagement Coordinator

Status: Full Time

Role Overview: The Communications and Engagement Coordinator works closely with the Pastor, Parish Staff, Ministry Leadership to integrate and promote St. Joseph Church’s Mission Statement in all facets of Parish life. The Communications and Engagement Coordinator is responsible for creating, delivering, and maintaining a comprehensive communications plan for the Parish.

Responsibilities Include:

- Create and implement a comprehensive communication plan and branding guide for the Parish that aligns communication components across the Parish.
- Work collaboratively with the Pastor, Parish staff, and ministry leaders to effectively develop messages and compelling content for Parish-wide and specific audiences.
- Act as brand manager, responsible for safeguarding how the Parish brand and mission are portrayed in all communications, including print, email, social media, web, etc.
- Serve as editor of Parish publications, ensuring an accurate, creative, and consistent tone, look, and delivery.
- Explore and initiates opportunities for improved methods of communications.
- Oversee and manage all aspects of communication including the Parish’s website, social media accounts, newsletters, electronic signage, internal signage including bulletin boards, and annual report communication.
- Service as media liaison, including coordinating media invitations, creating press releases, and hosting media.
- Assist in creating communications for sensitive issues (crisis communications, staff changes and deaths).
- Measure and report the effectiveness of communication initiatives.
- Serves as the point-of-contact for communications/engagement related vendors, suppliers, professional services, and software solutions.
- Communicate and coordinate activities with community service organizations (Community Meals, Memorial Hospital, schools, Mayor’s Council of Religious Leaders, etc)
- Attend parish meetings as requested/necessary.
- Serve as a communications resource to staff and volunteers.
- Design and analyze Parish surveys to better understand the Parish Community. In working with the Pastor, this position will assist in implementing feedback from survey results.
- In collaboration with Parish Staff and leadership, develop a Parish plan for the expansion of commissions, committees, and programs that affirm the mission and values of St. Joseph Church.

- Pursue opportunities to develop St. Joseph Church's Vision/Mission including grants, consulting, speakers and other resources.
- Plan and coordinate a comprehensive stewardship plan that guides parishioners in discerning their gifts/talents and applying gifts/talents to parish life and ministries.
- Assist in recruitment efforts of short-term and long-term volunteers to help with Parish initiatives and priorities. Capture volunteer interests, skill sets and talents to easily reference as opportunities arise.
- Identify opportunities to best utilize ministry leadership and volunteers to further St. Joseph Church's mission.
- Institute a method for evaluating effectiveness of Parish programs.
- Participate in programs and experiences to deepen relationship with Christ and further understand the Gospel and teachings of the Catholic Church
- Serve as Parish Historian by having awareness of St. Joseph Church history to facilitate celebration of milestones and capturing events to continue documenting the Church's history.

Requirements / Skills:

- Practicing Catholic with demonstrated knowledge of the Catholic Church, its teachings, and traditions. Strong commitment to the values, mission, ministry, and evangelization of the Roman Catholic Church.
- The ideal candidate will be fluent in English and Spanish with both written and verbal communications.
- Bachelor's degree in communications, marketing, or related field preferred or equivalent experience.
- Schedule flexibility as some events are in the evenings and/or on weekends.
- Proficient in Microsoft Office Suite, Adobe Suite, and social media platforms
- Strong interpersonal and communication skills with the ability to work effectively with a wide range of people.
- Highly organized and self-driven with ability to manage multiple projects and details objectively.
- Ability to work independently and set priorities while collaborating with a team.
- Ability to balance team and individual responsibilities.
- Desire to help others learn and develop new skills.

If interested please your resume to Fr. Brosmer at jbrosmer@evdio.org