

Job Description for Communications Coordinator
St. John XXIII Parish, Evanston
July 2023

Position Summary

Coordinating and managing communications at St. John XXIII Parish is a ministry dedicated to informing, inviting, and inspiring the parishioners and those in the wider community. Through all modes of communication--website, bulletin, newsletters, and social media--the goal is to provide parishioners with clear, accurate, and up-to-date information so that they may grow in faith and discipleship.

Qualifications

A. Technical expertise on web, digital, and print communications

The Communications Coordinator must have expertise creating and updating content on a major web platform (e.g., Squarespace, WordPress, Weebly) and on desktop publishing software (Microsoft Publisher). Facility with basic photo editing and graphic design tools is required, as is experience with the administration of e-mail newsletters and social media.

B. Strategic

The Communications Coordinator must be both detail oriented and a big picture thinker. He or she must be able to set priorities, seek innovative ways of getting information and messages delivered, demonstrate an awareness of what information is relevant and timely, understand the needs of the audiences for whom communications are intended, and plan for the future.

C. Relational and Collaborative

The Communications Coordinator must be collaborative and work well with others, including staff, ministry coordinators, committee leads, and volunteers. Positive relationships with the diverse community at St. John XXIII Parish are a core responsibility.

D. Content Manager

The Communications Coordinator will take ownership and have a passion for bringing to the St. John XXIII community accurate, current, and informative content. He or she will proactively verify the accuracy of content and will demonstrate a mastery of the structures and conventions of written and verbal language. Excellent organizational and time management skills are critical to this role.

E. Leadership

The Communications Coordinator should model a spirit of service and a high level of professionalism at all times, showing initiative and applying problem solving skills. As a member of the parish staff, the Coordinator must demonstrate understanding, respect, and support for the mission and values of the Catholic Church.

Job Responsibilities

1. Assure that information is consistent and accurate across all communications
2. Be a conduit of information to and from various ministries, committees, groups, and staff
3. Translate, or arrange for translation, written and verbal communications
4. Create guidelines for parish communications and implement effective processes
5. Recruit and coordinate the services of volunteers as needed
6. Maintain the St John XXIII website, including technical aspects and content updates.
7. Edit the content of the weekly bulletins for length and accuracy; create electronic files and oversee printing and distribution
8. Email the digital bulletin each week
9. Create and email weekly newsletters and administer their recipient lists
10. Receive/collect announcements from various contributors; distribute the announcements; assure consistency in the announcements at all Masses and in both churches
11. Maintain social media sites as source of information about parish life
12. Monitor the parish YouTube channel for currency and functionality

Additional Preferred Requirements

- Bilingual in Spanish and English, with strong translation skills
- A minimum of 4-5 years of relevant experience in the communications field or in a communications role
- Mastery of Microsoft Office Suite, including Word, PowerPoint, Excel, and Outlook

This job is approximately 20 hours a week, non-exempt. The Communications Coordinator reports to the Operations Director.

Unification Communications Team

March 2023

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