

Part-time Bulletin Editor
Saint Katharine Drexel Parish
Southeast Washington County
126 Church Street
Bentleyville, PA 15314
724-209-1370

Job Description

TITLE: **Bulletin Editor**

POSITION REPORTS TO: **Pastor/Administrator or Office Manager**

HOURS: **Part-time – 10 [ten] hours per week**

GENERAL DESCRIPTION:

The Bulletin Editor is to coordinate and prepare the weekly bulletin for the parish. The Bulletin Editor works in direct collaboration with the Pastor/Administrator, parish staff and ministry leaders to edit or create content for the parish weekly bulletin. The Bulletin Editor preforms all tasks related to the bulletin up to sending it print ready to the bulletin publisher.

RESPONSIBILITIES:

1. Gather all pertinent information for each bulletin
2. Design, create and format each weekly bulletin
3. Speak with Pastor/Administrator, parish staff members, parish ministry leaders, parishioners, Diocese personnel to gather information for the bulletin; ensuring within each bulletin the information is accurate, pertinent and timely
4. Meet required deadlines for publishing weekly bulletin

REQUIREMENTS:

1. High School Diploma and minimum of three years of relevant experience in working with parish bulletins
2. Creative thinker and has the ability to take the weekly bulletin from idea to reality
3. Excellent communication skills (written & verbal)
4. Ability to multitask efficiently & effectively
5. Highly organized with sharp attention to detail
6. A strong work ethic and desire to exceed parishioner expectations
7. Clear writing skills
8. Ability to edit the works of others
9. Proficiency in computer technology with desktop publishing programs: Microsoft Word, Power Point and especially Publisher, as well as Excel and Adobe Acrobat
10. Ability to work with graphics/photographs, resizing and editing
11. Ability to create bulletin inserts– composing signs, flyers, brochures
12. Must always maintain strict confidentiality
13. Must be in full compliance with all Diocese of Pittsburgh Safe Environment Policies
14. Must possess a valid Pennsylvania Driver’s license and provide own personal transportation

Interested candidates are to submit a typed resume and include contact information of three references and send this information to Reverend Edward L. Yuhas, Pastor via email: fatheredyuhas@gmail.com

(Updated: 6-25-21)