

**Our Lady Queen of Peace Catholic Church  
Lafayette, LA**

**Position Description**(updated 06/12/21)

<b>Position Title:</b> <i>Webmaster/Bulletin Editor</i>	<b>Immediate Supervisor:</b> <i>Pastor</i>
<b>Position Status:</b> <i>Non-Exempt, Part-time Regular, Non-benefits Eligible</i>	<b>(Regular) Work Schedule:</b> <i>12 hours/week</i>

**Position Summary**

The person in this position is called to provide above all a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality. This position must be a team player who shares and participates in the vision and goals of the pastor, while following all diocesan and parish office policies, procedures and regulations.

**Essential Functions:**

- To provide confidential and administrative support to the pastor.
- To serve as coordinator for website and other social media.
- To oversee circulation, formatting, and content of the weekly parish bulletin.

**Essential Duties and Responsibilities:**

To provide confidential and administrative support to the pastor:

- Maintains good working relationship with parish staff with regular, timely communication.
- Creates the development of various parish paraphernalia.
- Assists with managing internal compliance with communication policies and procedures.

To serve as coordinator for website and other social media:

- Develops and implements digital media, including social media, strategies ensuring a range of innovative communication tools to reach targeted audiences.
- Creates, uploads, updates and maintains parish website, Facebook account, with pastor's guidance.
- Provides training to parish staff on proper use of social media.
- Complies with Safe Environment regulations on appropriate social media usage by parish staff and gives opportunities for training of said regulations.

**Required Knowledge, Skills and Abilities:**

- Ability to maintain confidentiality.
- Ability to manage several complex issues simultaneously while working under pressure to meet deadlines.
- Must possess a high degree of understanding of digital media strategies.
- Knowledge of and experience in current office-related computer system(s), including but not limited to WORD, EXCEL, OUTLOOK programs. Familiarity with design software (i.e., Photoshop, InDesign) and content management systems a plus.

- Proficient typing and proofreading skills as well as ability to compose and write in proper format, punctuation, spelling and grammar.
- Self-motivated, prompt in performing tasks and capable of working independently.
- Ability to deal sensitively, courteously and responsively (via telephone, electronic communications, or in person) when responding to inquiries and in making referrals.
- Good organization skills as well as the ability to multi-task.
- Ability to clearly communicate and interact with the many different persons who will be in contact with the office.
- Must maintain up-to-date Safe Environment certification.
- High school diploma or equivalent.
- Minimum of three years experience in the area of communications-related field.

<b><i>Job Conditions/Physical Demands:</i></b>
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*The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to push, pull, lift, and carry items up to 30 pounds.
- While performing the duties of this job, employee is required to sit, stand, stoop, walk, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists.
- Work is performed in an office setting, with periods of high stress.
- Employee is required to do extensive close computer work.
- May be called upon to perform work/attend meetings at times other than noted above, when necessary, which may require some travel.