

POSITION TITLE: Pastoral Assistant for Communication and Technology

REPORTS TO: Pastor

GRADE: Z1-6

POSITION: Hourly .375 FTE

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## **I. POSITION PURPOSE**

To evangelize through the use and management of effective communication and technology, helping the parishioners of Holy Rosary Parish grow as disciples of Jesus Christ and apostles to the world.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Collaborates with the Pastor, staff, and consultative bodies in implementing the mission of the parish.
- B. Manage the parish digital platforms, including the website and social media, creating individual content and engaging with the various audiences.
- C. Assist other staff by creating or posting their online content and ensuring a cohesive and planned outreach.
- D. Assist with livestreaming various liturgies, including direct responsibility, maintaining equipment and recruiting and training volunteers to assist where possible.
- E. Provide computer, network and printer support and problem solving.
- F. Maintain parish software and hardware including making recommendations for replacements and upgrades to equipment.
- G. Assist parish staff with technology needs and questions.
- H. Maintains a current level of knowledge and skills required to function in this role through reading appropriate materials and attending workshops and retreats. Participates in regional and Archdiocesan trainings as approved and as appropriate. Maintains a clean background check and remains current with the Safe Environment Program.
- I. Other duties as assigned by the pastor.

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_