



ARCHANGEL GABRIEL

P A R I S H

5718 Steubenville Pike
McKees Rocks, PA 15136
www.archangelgabrielparish.org
412-787-2140
A Pennsylvania Charitable Trust

JOB DESCRIPTION

COMMUNICATIONS COORDINATOR

POSITION TITLE:	COMMUNICATIONS COORDINATOR
REPORTS TO:	DIRECTOR OF ENGAGEMENT
DIRECT REPORTS:	NO PAID DIRECT REPORTS
PROVIDES DIRECTION TO:	VOLUNTEER SUPPORT TEAMS
FLSA:	PART TIME NON-EXEMPT
HOURS:	AVERAGE 28 HOURS PER WEEK

As an integral member of the Engagement Team, the Communications Coordinator is responsible for designing, organizing, coordinating, and implementing all communication efforts to promote the mission of Archangel Gabriel Parish. This position will develop through an iterative process with the possibility of growing into a full-time role. The right candidate will be able to work remotely and have in-person availability on Sundays.

RESPONSIBILITIES AND TASKS

- In collaboration with the Director of Engagement, the Communications Coordinator:
 - Collects content for, edits, designs, and publishes the weekly bulletin
 - Develops, shoots, and edits video content for use across all channels
 - Designs, writes, and schedules weekly Flocknote blasts to the parish community
 - Assists staff and key volunteers in best utilizing Flocknote
 - Updates and maintains parish websites
 - Coordinates parish livestreaming
 - Engages parishioners and the public at large by designing, curating, and posting daily content on various digital media platforms
 - Responds to inquiries made through social media and manages negative feedback
 - Designs advertising content for print and digital media
 - Recruits, forms, and supports volunteer teams as needed e.g. photography team, video production team, livestream team, proofreaders, etc.
 - Advises the pastor on the parish communications plan
- Provides design and copy-writing consultation for staff and volunteers
- Participates in both Engagement Team and parish staff meetings as required

- Submits a budget to the Director of Engagement by February 1 of each year, which itemizes projected expenses as well as all income for the upcoming fiscal year
- Collaborates with the Coordinator of Safe Environments to ensure that all requirements, policies, and mandates for volunteers comply with the Diocesan Office for the Protection of Children, Youth, and Vulnerable Adults
- Liaises with the Archangel Gabriel School advancement office for the Engagement Team
- Completes other duties as assigned

COMPETENCIES AND SKILLS

1. Personal Competencies:

- a. The Communications Coordinator shall have demonstrated in previous positions a fidelity to the faith and tradition of the universal Church and shall manifest the intention to adhere in future work to the faith, tradition, and discipline of the universal Church, the local diocesan Church and the parish.
- b. The Communications Coordinator shall have the good physical and psychological health commensurate with the responsibilities of the position and shall possess personal qualities that exhibit a prayerful spirit, maturity (both personal and spiritual), flexibility, initiative, adaptability to pastoral situations, and strong interpersonal skills.

2. Educational Competencies:

- a. The Communications Coordinator is to have a bachelor’s degree or higher in communications, English, journalism, or a related field.

3. Professional Competencies:

- a. Strongly skilled in Microsoft Office and Adobe Creative Suite
- b. Ability to shoot and edit video
- c. Willingness to learn new software and programs as well as remaining up to date with existing and emerging digital media

CARDINAL’S CLAUSE

A signed copy of the Cardinal’s Clause must be kept on file for the communications coordinator.

Date of review: _____

Signature of employee: _____

Signature of pastor or delegate: _____