

## **POSITION DESCRIPTION**

St. Joseph's Catholic Church of Grand Rapids, Minnesota

Job Title:	<b>Publications Editor / Office Assistant</b>
Department:	Administration
Reports To:	Business Manager
FLSA Status:	Part-Time, Non-Exempt
Prepared By:	Fr. Blake Rozier, Pastor
Revised Date:	February 3, 2022
Schedule	16 hours per week

### **SUMMARY**

To plan, coordinate, create, revise and publish content for digital media sites and print publications fostering evangelization to serve the needs of St. Joseph and St. Augustine Catholic Churches, including support for St. Joseph School when needed. This position functions primarily as content and publications editor for bulletin, website, Facebook, email (Flocknote), and provides general office support.

### **CONTEXT**

St. Joseph and St. Augustine Catholic Churches are a parish cluster served by one pastor. St. Joseph School is a parochial school located on the grounds of St. Joseph Catholic Church.

This position is an extension of the Church's ministry. The incumbent must have the willingness and ability to support the Mission of the Universal and Local Roman Catholic Church.

### **MAJOR AREAS OF RESPONSIBILITY / ESSENTIAL DUTIES**

1. Prepare accurate, informative and attractive weekly parish bulletin and email (Flocknote)
2. Prepare and maintain website and Facebook page content; regular posting of updates and timely removal; test for effective links and easy access to associated documents (i.e., Google Forms, PDF, videos, etc.)
3. Gather parish communication pieces and event information; create filler content appropriate to faith-related topics; update and confirm calendar content
4. Using design applications like Canva and MS Publisher, accurately and effectively communicate relevant events and information in a positive and spiritually-inspiring way through text and images
5. Foster evangelization through clear communications
6. Incorporate liturgical calendar content into publications
7. Comply with copyright regulations; understand and comply with photo release permission policy
8. Provide general office support in cooperation with administrative team members; assist with reception office duties, special projects and work deadlines; fulfills other duties and responsibilities as identified by supervisor
9. Positive role model and mentor for parish committee members and volunteers

## **GENERAL RESPONSIBILITIES**

Maintain a current level of knowledge and skills required to effectively serve in this position. This is accomplished by on-site instruction and work direction, attending workshops or classes as directed.

## **SUPERVISORY RESPONSIBILITIES**

Not responsible for any immediate supervision of employees.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION, TRAINING and/or EXPERIENCE**

1. High School graduate
2. Excellent grammar, proofreading skills and attention to detail
3. Excellent communication skills (interpersonal, verbal, written, text and telephone)
4. Demonstrated proficiency in Microsoft Office, Publisher and Word; strong computer skills; ability to understand how to use web-editing tools
5. Education, training, or experience in layout and design of print and digital communications is preferred
6. Experience with design apps such as Canva is helpful, along with a critical eye for layout and design
7. Knowledge, understanding and appreciation of the Catholic Church is beneficial; ability to draw content from Sacred Scripture; Sacred Tradition and the Saints, and the Catechism of the Catholic Church is helpful

## **LANGUAGE SKILLS**

Incumbent must have the ability to read, analyze and interpret general business correspondence and procedures or governmental regulations. Must have the ability to formulate words in written form and communicate concepts with clarity. Must effectively and accurately present oral or written information and respond to questions. Incumbent must have keen attention to detail.

## **OTHER SKILLS AND ABILITIES**

1. Ability to work independently and ability to collaborate effectively in a professional and friendly manner with other administrative office team members and volunteers
2. Strong organizational skills; capable managing priorities, multi-tasking and managing workload and deadlines
3. Ability to receive work direction from administrative team members and pastor
4. Ability to discern appropriate content for target audience.
5. Must be able to successfully pass a criminal background check

## **CERTIFICATES, LICENSES**

There are no certificates or licenses required for this position.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional office and school setting with individual work spaces. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Some travel may be expected for training and/or retreats which may be outside of regular office hours.