

ST. PAUL CATHOLIC CHURCH

JOB DESCRIPTION

This document was
last reviewed on
November 9, 2106

Job Title: Communications Coordinator **Number:** _____

Reports To: Joan Burnett

Department: Parish Office/Administration

Full Performance Period: _____ **Exemption Status:** Hourly

Supervisory: *Employees:* no *Unpaid Staff:* no *Volunteers:* no *Contract Workers:* no *Boards:* no

General Purpose: To maintain current communication between St. Paul parish and its parishioners and school parents.

Essential Duties and Responsibilities:

Maintains St. Paul Church's website, including:

- website updates;
- events calendar;
- creating forms online for various ministers and events;
- creating fill-able registration forms for various classes/events, posting them on the internet;
- and,
- connecting with our ministries to insure that their web-pages are up-to-date.

MailChimp

- Creating and sending MailChimp to our subscribers
- Maintain MailChimp email list/s

Parish App

- Sending out general notices through our parish app

Parish Facebook Page

- Maintain Facebook page
- Communicate information and answer questions posted on page

Other Duties:

- Perform reference checks on new volunteers
- Attend parish staff meetings and training as needed

Description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Job Description For _____ **Communications Coordinator** _____ **(continued)**

Decision-making and Supervisory Responsibility:

HIRING	I			
ASSIGNING/SCHEDULING WORK	I			
MONITORING/CONTROLLING WORK	R			
DISCIPLINE	I			
PERFORMANCE EVALUATION	I			
SALARY RECOMMENDATIONS	I			
DISMISSAL	I			
BUDGET RESPONSIBILITY	Input only			
PROPERTY RESPONSIBILITY	F			
CONFIDENTIAL INFORMATION	F			

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

Minimum Requirements:

Education: Training in or knowledge of social media applications.

Experience: Web-design experience, ability to learn Microsoft office, Adobe, PDF, Adobe Photoshop and Parish App; and, any other social media the parish wishes to subscribe to.

Other background demonstrating application of the following knowledge, skills, and abilities:

- Have the ability to follow directions;
- Have a positive attitude;
- Have excellent interpersonal and human relations skills;
- Have excellent organizational skills;
- Have excellent time management skills;
- Have the ability to work independently;
- Be willing to work MWF 9 a.m.-12 noon, with some evening and weekend hours; and,
- Be willing to commit to overall parish welfare and development

Physical Requirements of this position include:

	FREQUENCY OF REQUIRED EXPOSURE/USE		
WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	x		
HEAT (90 F or more)	x		
HUMIDITY	x		
HEIGHTS	x		
NOISE		x	
VDT/CRT USE	x		
DRIVING		x	
STANDING		x	
SITTING			x
WALKING		x	
BENDING		x	
WORK WITH OTHERS			x
REPETITIVE MOTION			x
OPERATING MACHINERY			
COPIER		x	
TYPEWRITER	n/a		
TELEPHONE			x
FACSIMILE (FAX)		x	
10-KEY	x		
CALCULATOR	x		
COMPUTER			x
MOUSE			x
PRINTER			x

	FREQUENCY OF REQUIRED EXPOSURE/USE		
OTHER	SELDOM	OCCASIONAL	FREQ.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far		X	
COLOR DISCRIMIN.			X
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL		X	
NATIONAL	X		
INTERNATIONAL	X		
AVAILABILITY			
EVENINGS			X
WEEKENDS			X

MOVING EQUIPMENT AND SUPPLIES

LIGHT (Under 5 lbs.)			X
MODERATE (5-20 lbs.)		X	
HEAVY (Over 20 lbs.)	X		

DESCRIPTION OF MOVEMENT

LIFT/LOWER		X	
CARRY		X	
PUSH/PULL		X	
REACH ABOVE		X	