

Holy Spirit Church – Fremont

Job Title: Communication Specialist

Department: Administration

Job Grade: S-3

Category: Non-Exempt - Part Time 20-23 Hours Per Week

Reports to: Office Manager

Position Overview:

Communication Specialist to oversee development of weekly parish bulletin, process of information through parish website and APP as well as print ads and Social Media posting and advertising. Ideal candidate will be experienced in organizing work flow, a good knowledge of Microsoft Office and MS Publisher software, and the creative talent to develop attractive, interesting visual content.

Essential Job Functions:

- Overseeing development of weekly parish bulletin; managing content, graphics, editorial calendar, editing and delivering on-time each week.
- Upload content to parish website, APP, Facebook, Twitter, and misc. social media and sharing with other parish organizations
- Creating & delivering various marketing materials; print ads, posters, brochures, flyers, etc.
- Uploading content and launching our weekly email blast
- Developing effective working relationships with all parish ministries to provide exceptional customer service in highlighting ministry activities
- Other duties as assigned by supervisor

Non-Essential Job Functions:

- Participates in Pastoral Staff Meetings and Staff Retreat days
- Attend Parish functions when possible

Requirements:

- Excellent organizational skills required
- Strong computer skills, experience in a related position, Knowledge of Microsoft Publisher software and able to create professional, attractive graphics
- Detail-oriented, organized, focused, team oriented and personable
- Ability to accept direction while managing deliverables within time constraints and achieving deadlines
- Highly articulate in the English language