



Our Lady of Lourdes  
Catholic Church

## **Parish Communications and Engagement Coordinator Job Description**

**Position:** Parish Communications and Engagement Coordinator, Our Lady of Lourdes Catholic Church

**Reports to:** Pastor

**Position Summary:** The Parish Communications and Engagement Coordinator serves as the face, voice and presence of the parish, mainly to the parishioners, but also to the public, new members, and any other person they come in contact with. Their main responsibility is to promote the mission of the parish and foster a welcoming atmosphere through all methods of communication and media. This position also supports the pastor and members of the parish, as well as various committees and boards.

### **Essential Duties & Responsibilities:**

1. Greets all parish visitors.
  - a. Receives and places telephone calls, schedules appointments, and refers parishioners to appropriate ministers, services, or agencies. Prepares bulk mailings as needed.
  - b. Aids persons in need that come to the parish. Provides charitable assistance supported by the parish and/or through referring persons to appropriate charitable or social agencies/organizations.
2. Maintains parish website and social media services.
  - a. Engages in appropriate forms of social media for parish, i.e. Facebook, YouTube, etc. Keeps content relevant and mission oriented.
  - b. Leads content curation for the parish and school, including maintaining articles, photography, and other media for the website and social media platforms.
  - c. Edits and maintains the parish website, including researching advancements in tools for digital communications.
3. Prepares and produces the weekly bulletin. Gathers and edits the content and layout of the bulletin and completes the bulletin in time for final printing.
4. Designs or participates in designing any mass mailings or external communications with parishioners, community, etc.
5. Establishes appropriate office record-keeping and filing systems.
  - a. Develops and maintains the sacramental record keeping system. Records all weddings, baptisms, funerals as well as those who receive first Eucharist, first penance and confirmation.
  - b. Schedules Mass intentions and coordinates Mass donations.
6. Schedules parish facilities.

- a. Develops and maintains the parish calendar with time, date and name of organization, as well as room scheduled to use. Coordinates the use of keys for facilities.
  - b. Coordinates scheduling of weddings, baptisms, and other events. Contacts appropriate persons involved, communicates with families/relatives regarding the procedure for these services.
7. Provides secretarial and clerical support to the pastor.
- a. Screens incoming mail.
  - b. Prepares correspondence.
  - c. Attends staff meetings and other meetings as required.
8. Other duties as needed.

**Qualifications:**

- Practicing Catholic in full communion with the teachings of the Church.
- Minimum of 3-5 years general office experience, working with the public.
- Minimum of Bachelor's Degree in Communications or a related field; or commensurate experience.
- Previous experience or training with social media, proficiency in Microsoft Office and appropriate software programs.
- Strong oral and written communication skills with attention to accuracy and detail.
- Exhibits high degree of confidentiality, good listening, and comprehension.
- Completes work in a timely manner and strives to increase productivity.
- Self-motivated and able to work with minimal supervision.
- Knowledge of standard office procedures.
- Excellent interpersonal skills.
- Commitment to continuous learning.
- Ability to adapt in an environment of constant change.
- Valid driver's license.

**Working Environment:**

Parish Communications and Engagement Coordinator works in a normal office setting. Must be able to lift 30 lbs. Position is a full-time, non-exempt, hourly position with typical Monday through Friday office hours.

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Signature

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Date