

# St. Bridget Catholic Community

River Falls, Wisconsin

**Position Title:** Parish Communications Coordinator

**Position Summary:** The Parish Communications Coordinator role is responsible for coordinating all parish communication formats including the bulletin, parish website, social media postings, indoor and outdoor signs. The role ensures that all communication is accurate, complete, and timely. The role interacts with parish staff (church and school) to advise, collaborate, and create communication content. This work is done within a framework of shared ministry and Catholic values consistent with the mission and purpose of the St. Bridget Community and the Diocese of Superior.

**Reports to:** Parish Administrator

**Status:** FT 32-40 hours per week (flexible)

**Salary:** Dependent on experience

## **Essential Duties and Responsibilities (include but not limited to):**

- Track ongoing parish (church and school) activities which require communication through one or many of the available communication formats.
- Manage all aspects of the St Bridget website on the Aware3 platform – including calendar management and posting, all program and page content, creation, review, maintenance and ongoing updates. Works with all other staff to ensure ongoing content accuracy. Generates all ongoing spotlights, calendar links, emergency messages et al.
- Provides website support for the parish staff including building content.
- Manages all aspects of St Bridget Social Media formats including ongoing event awareness, calendar reminders and changes, liturgical links, access to liturgical resources, homilies, etc. Works with all staff and various groups to manage real-time and scheduled content release for ongoing parish awareness.
- Manages all aspects of indoor (church lobby) and outdoor (school) sign displays using Hyoco and MagicInfo Express products. Works with all staff and various groups or committees to create and post relevant and timely information both scheduled and in real-time.
- Create bi-weekly bulletin, gathering all materials from multiple sources, creating the document, working through edit, review and preparing final for printing.
- Enhance social media strategy and presence.
- Maintain social media posts and monitor social media activities.
- Provide database support for parish staff.
- Other duties as assigned.

## **Position Qualifications:**

- Bachelor's degree in website design or related field is preferred but not required
- Must be of good character, reputation, background, and record
- Excellent communication skills
- Strong organizational skills
- Ability to work cooperatively in a collegial atmosphere

- Proficient in various creative programs including but not limited to Canva, Publisher and Microsoft Office.
- Broad knowledge of social media

**Physical Demands/Work Environment:** The physical demands described here and representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; and occasionally required to climb stairs, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities requires by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**Acknowledgment and Acceptance:** This job description seeks to provide clarity and focus to the general role. It is not intended as – nor can it be an all-inclusive list of every task that may emerge during the course of work nor is it a static document. Nothing in this job description restricts management’s right to assign or reassign duties responsibilities to this job at any time. In these times of change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

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Employee’s Signature

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Date