

St. John the Evangelist – Attleboro, MA Communications Coordinator

St. John the Evangelist Church, located in Attleboro, Massachusetts is seeking an experienced, creative and detail-orientated **Communications Coordinator** to join our team. This position is part-time averaging up to 15 hours per week and will report directly to the Pastor. The ideal candidate will be a self-motivated and professional individual who possesses a great work ethic and is capable of prioritizing tasks in an ever-changing environment.

St. John the Evangelist Church strives to be a welcoming community of faith which worships together, cares for the spiritual well-being and material needs of others and exercises a ministry of total parish education and evangelization.

The **Communications Coordinator** will support print and digital content as well as social media presence in the community to effectively communicate programs and mission to the parishioners and public.

Responsibilities:

- Collaborates with clergy, ministers and staff to select and organize content, such as pastoral communications, pre/post event photos or videos, etc. for bulletin or newsletter, website or social media platforms.
- Oversee the church's online social media presence including Facebook, Twitter, Instagram and YouTube platforms
- Collect, create and layout, and edit content for the weekly bulletin, newsletter, website, and social media platforms and distribute and post timely
- Maintain and operate website to assess performance and ensure functionality
- Attend and cover church events
- Monitor trends in social media design, strategy, applications, and platforms
- Monitor user engagement and suggest content optimization
- Other duties as assigned by the pastor

Qualifications:

- Bachelor's degree in communications or related field
- Minimum of two years of relevant professional experience
- Bilingual; Proficiency in English/Spanish in both verbal and written format
- Familiarity with the Roman Catholic Church, including structure, teaching, beliefs and attitudes is helpful
- Strong communication skills, both written and oral
- Must be able to meet deadlines, handle multiple priorities and work in a fast-paced environment
- Must be extremely organized, possess strong attention to detail including solid editing /proofreading skills, a creative thinker, self-motivated, flexible and service focus
- Proven ability to demonstrate good judgement, especially when handling confidential material/information
- Proficient in technology including the Microsoft Office Suite of products, creative programs such as Illustrator, Photoshop, Adobe, and strong knowledge of social media platforms such as Facebook, Twitter, Instagram, YouTube and other emerging platforms

Please submit your cover letter and resume to: Renee DePietro, Fax: 508-226-6461; E-mail: office@attleborocatholics.org; Mail: One Saint John Place, Attleboro, MA 02703.