

**Title:** Communications Coordinator (Part-Time)

**FLSA:** Non-Exempt (Hourly)

**Supervisor:** Pastor

**Saint Francis Xavier Catholic Church is looking for a part-time Communications Coordinator to join our growing staff. Saint Francis Xavier is a vibrant parish in Stillwater, Oklahoma, with the mission of leading souls into an encounter with Jesus Christ and a vision of evangelizing Payne County. The Coordinator will play a part in this mission and vision by contributing effective communication skills, being a team player, and having a personal desire to grow into a deeper relationship with Jesus Christ in his Church.**

### **Objective**

The Communications Coordinator will work closely with the pastor to communicate parish priorities. The Coordinator will also be responsible for communicating internally and externally to help advance the mission of the Catholic Church to “Go, Make Disciples”.

### **Qualifications**

- A communicator benefits from having one or more of these gifts: knowledge, effective administration, helping, and encouragement.
- The Coordinator should show evidence of having a passion for communicating a clear message, and possess skills with various methods of communication—verbal, written, and electronic.
- Useful skills for this position are the ability to listen to and communicate with people of all ages, the ability to work with leaders of other ministry groups, expertise in the field of communication, comfortable in the use of social media and websites, and an interest in developing and sharing knowledge.
- This leader should show genuine interest in responding to the hopes and concerns of people in the community.

### **Responsibilities**

- This leader will oversee the communications that go from the parish to its members, and to the community, including;
  - A current, active and relevant website
  - Daily updates on parish social media accounts (Facebook, Instagram, Twitter)
  - Ensure the weekly bulletin is accurate and looks great
  - Manages parish Flocknote account
  - Manages parish Soundcloud account
  - Manages various parish video offerings
  - Manages the parish bulletin boards and welcome table
- The Coordinator will collaborate with the pastor and church staff to plan communication of issues, programs, ministry needs and successes, and stewardship stories.
- The communicator will lead the way in communications using new media technologies.

Please send resume and cover letter to Father O'Brien at [frobrien@sfxstillwater.org](mailto:frobrien@sfxstillwater.org).

