

**Communications Officer
Annunciation of the Lord Parish
Contract Position - 1 year**

Position Description

The Communications Officer is responsible for developing and implementing a broad range of communications content designed to further the mission of Annunciation of the Lord Parish (AoLP). The ideal candidate will have worked in a Catholic non-profit environment, possess strong written and spoken communication skills, and have experience with organizational communications, marketing and/or public relations and related administrative functions. A dynamic Catholic faith and commitment to the mission of the Parish are integral to this position.

Goals and Objectives

The Communication Officer is responsible for communicating parish and ministry strategic initiatives, programs, and events, among the parish, school and local community, for which the primary purpose is to provide opportunities for engaging both our parish members and the local community.

The Communication Officer supports ministries and events and develops, implements, and manages the parish communications strategy with parishioners and staff through the use of a variety of communication tools:

- Parish-wide and ministry marketing materials
- Social media management, Facebook, Twitter etc as required, media distribution such as Flocknote and/or MailChimp.
- Content development for parish website, newsletters, reports.
- Internal media distribution including parish bulletins, Narthex Information Display, (NID).

Duties & Responsibilities

Parish-wide and Ministry Marketing Materials

- Collaborate with staff and ministries in “covering” parish events in the bulletin, website, and Facebook (follow up stories and photos).
- Collaborate with staff and ministries to produce advertising/promotional materials (including but not limited to brochures, flyers/bulletin inserts, door posters, banners, post cards, mailings, holy cards, and other creative print materials as needed).
- Responsible for gathering and collaborating with staff regarding a yearly review of website copy and content.
- Design and publish monthly communication pieces for mass distribution (newsletter and other occasional mass distribution blasts as needed).
- Gather content for Google Parish Events Calendar for posting
- Facilitate stewardship efforts, in collaboration with the Communications Working Group, through content/message development, design, printing, and distribution of

necessary print and digital materials (i.e., stewardship report, mailings, pledge cards, bulletin inserts).

- Coordinate and maintain the parish photo archives.
- Coordinate and maintain various communication contact lists for the Parish.
- Enlists outside expertise as needed.

Social media management

- Responsible for leveraging media distribution such as Flocknote and/or MailChimp to support the parish strategic faith formation engagement process.
- Responsible for maintaining social media content on Facebook, Twitter that reflects accurately the on-going events and activities of parish life.

Internal weekly media distribution

- Responsible for preparing the weekly parish bulletin.
- Responsible for the coordination of publication and printing processes.
- Assists the Pastor and Assistant Pastor with communication-related activities.

KNOWLEDGE, SKILLS AND ABILITIES PROFILE

- Ability to interact and collaborate with staff, parishioners and vendors and clearly communicate publication requirements and deadlines.
- Excellent creative writing, grammar, composition, spelling and referencing skills.
- Ability to work independently, duties require independent judgment and the ability to analyze facts to determine the proper course of action.
- Knowledge of the Catholic Church, its sacraments, history, liturgy, terminology, and scripture.
- Experience with website management would be an asset.

PERSONAL AND PROFESSIONAL PROFILE

- Post-secondary education in journalism, communications or relevant work experience.
- Excellent interpersonal skills and ability to work as part of a team.
- High level of initiative, judgement and discretion.
- Effective organizational skills with an attention to detail.
- Excellent spoken and written communication skills — demonstrated ability to write clearly using simple language on topics with varying levels of complexity.
- Able to work evenings and weekends as required.
- Active membership in a Catholic parish.
- Submit to a Vulnerable Sector Check.

Annunciation of the Lord Parish: We are a Roman Catholic, apostolic and welcoming community of Missionary Disciples, growing in the love and knowledge of God, joyfully caring for all in need.