

Mother of Perpetual Help

200 North Lange Avenue Maryville, IL 62062 Phone: 618-344-6464 Fax: 618-344-6493

Parish Communications and Office Coordinator

Reports to: Office Manager

Summary

The Parish Communications and Office 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, foster a welcoming atmosphere through all methods of communication and media and coordinate tasks to ensure the church office operates efficiently. This position 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.
 - c. Ensure new families are entered into database and recorded appropriately.
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. Gathers images for social media.
 - b. Edits parish website and researches advancements in website production.
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.



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7. Prepares ministry schedule for parish ministries.
 - a. Coordinate ministries, supplies and any other needs for Holy Days and Holidays.
 - b. Prepares items needed for weekend liturgies such as readings and Prayers of the Faithful.
8. Provides secretarial and clerical support to the office, volunteers, committees and other staff as necessary.
 - a. Screens incoming mail and prepares correspondence.
 - b. Supports the efforts of parish groups such as the Altar Society, the parish picnic, etc.
9. Maintain database of St. John Neumann School families. Participate in St. John Neumann promotion and registration.
10. Orders office supplies as needed and within budget.
11. Attends staff meetings and other meetings as required.
12. Other duties as assigned.

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

The Parish Communications and Office Coordinator works in a normal office setting. Must be able to lift 30 lbs. Position is Monday-Thursday, 9 am – 4 pm.

Signature

Date

