

Job Posting Form

Date Posted: 10/24/2018

Send resume to: Ryan Verity- rverity@stmaryswormville.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 15 Full-Time:

Job Title of Open Position: Communications/Website Coordinator

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Mary's Swormville Department Rectory

Location Address: 6919 Transit Road, East Amherst, NY 14051

Employer website: www.stmaryswormville.org

Brief Job Description

The Communications Coordinator's main focus is to highlight and promote the mission of the St. Mary's Faith Community through various communication channels including the website and social media.

Responsibilities:

- Develop and implement a communications plan with the Pastor and Business Manager to consistently highlight and promote the mission of the parish.
- Coordinate parish media outreach and crisis communication strategy.
- Work with ministry leaders and parishioners to communicate the parish vision, highlight ministries and parish events.
- Work with church and school staff to collect, produce and distribute high impact stories through appropriate communication channels.
- Serve on the St. Mary School Advancement Team and provide communication support as needed.
- Coordinate parish and school social media communications.
- Manage parish website communications and update as needed or requested.
- Coordinate parish print and E-newsletters as needed.

Qualifications: Required Education/Experience

- Minimum five years experience in a public relations or marketing position or proven experience in a role with similar or related job duties. Demonstrated use of technology to effectively build organizational branding.

Desired Skills

- Proficient oral and written communication skills. Experience in Website and social media coordination. Proficient in Microsoft Office.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **11/9/18**