



CHRIST THE KING CATHOLIC CHURCH

4000 Ave Maria Drive ~ Ann Arbor, MI 48105 ~ www.ckcc.net

JOB DESCRIPTION: Communications Coordinator

Accountability: Reports to Director of Worship

Supervisory Responsibility: May supervise some volunteers

FLSA Status: Non-Exempt

Hours: Full-time

General Summary: Manages parish communications.

Principal Duties and Responsibilities include:

- Coordinate the communication needs of the parish.
- Produce the weekly "Mid-week Notes" (weekly parish email blast); weekly parish bulletin; digital signage, graphics, live-streaming graphics; and quarterly "The Open Door" newsletter.
- Post and monitor appropriate social media platforms such as: Facebook, Instagram and YouTube.
- Update and maintain parish website to keep content current, fresh, and effective.
- Help develop flyers, PowerPoint presentations, and other media for staff/ministries.
- Maintain bulletin boards and collateral tables in the Church narthex.
- Aid in the development of parish wide communication strategy and tactics.
- Performs other related tasks, as needed.

Knowledge, Skills, and Abilities:

Education: Bachelor's Degree in communications, marketing, or journalism or equivalent experience preferred.

Experience: Minimum of two years of experience (or equivalent education). Proficient in Microsoft Suite (Word, Excel, Publisher, etc...); Adobe Suite (Illustrator and InDesign); Canva; MailChimp; WordPress; and Google/Gmail. Proficient user and developer of social media content. Ability to create and edit video with a camera. Proficient in print production. Graphic arts production preferred.

Requirements: Must be an active, joyful, practicing Catholic and become a parishioner of Christ the King, and fully aligned with its mission. Must have excellent verbal and written communication skills in English. Must have demonstrated organizational skills, attention to detail, and accuracy. Must be able to work well independently. Must be able to handle multiple tasks and to work with volunteers. Must possess a valid Michigan driver's license and own personal transportation. Ability to work from other locations via remote connection when needed.

Physical Demands: While performing duties, employee may have to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires standing, stooping, bending, and lifting up to 25 pounds. The employee is expected to work onsite during business hours. Work includes some evenings and weekends, as needed. Minimal travel.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.