

Job Title: **Communications Coordinator / Part-time - Fulltime**
Location: **St. John the Baptist Catholic Church, Mankato, MN**
Reports To: **Pastor/Parish Administrator**

Job Summary:

St. John's Church is seeking a dynamic and self-motivated Communications Coordinator to join our team. This role is responsible for developing, enhancing, and maintaining the church's digital presence through our website and social media platforms. The Communications Coordinator will acquire proficiency in Flocknote software and provide support and training to ensure seamless integration and use of the software by all St. John's staff. This position plays a key role in supporting the mission of the parish by promoting engagement, outreach, and communication within the parish community and beyond.

Key Responsibilities:

- Website and Social Media Team Member:

- Assist in developing and maintaining the parish website with relevant content, announcements, and event details while ensuring it is visually appealing and user-friendly.
- Create and manage content for the church's social media platforms (e.g., Facebook, Instagram), ensuring consistent, relevant, and engaging messaging aligned with parish goals.
- Monitor and analyze website and social media metrics to track engagement and effectiveness.
- Serve on team for live streaming weekend and special Masses.

- Brand Management

- Build and maintain a consistent and positive online presence with the church.
- Ensure church communications reflect the tone, voice, and visual identity of the parish.

- Flocknote Software Training:

- Serve as trainer for staff on Flocknote software, providing onboarding, training sessions, and ongoing support.
- Maintain current knowledge of software updates and features and implement best practices for software use within parish operations.
- Troubleshoot any software issues and coordinate with technical support when necessary.

- Content Creation:

- Write, edit, and proofread content for various communication materials, including newsletters, bulletins, website content, and social media posts.
- Collaborate with ministry leaders to promote parish events, programs, and initiatives through various communication channels.
- Design and distribute flyers, bulletins, and promotional materials both online and in print.
- Ensure all written and visual materials align with the parish's mission and Catholic values.

- Community Engagement

- Work closely with parish ministries to enhance communication efforts and build a more engaged and connected parish community.
- Develop strategies to increase parishioner engagements, particularly through digital channels.

Qualifications:

- Minimum of 2 years of experience in digital communications, website management, and social media strategy, preferably in a non-profit or religious setting.
- Some experience in website content management systems, social media platforms, and graphic design software (e.g., Canva, Adobe Suite).
- Strong organizational and multitasking skills with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Ability to work both independently and collaboratively with church staff.
- A practicing Catholic with familiarity of Catholic traditions, values, and teachings.

Key Competencies:

- **Tech-Savvy:** Proficiency with digital tools and an adaptive learner when it comes to software updates.
- **Communication:** Strong interpersonal and collaborative skills and the ability to effectively communicate the parish's mission through various channels.
- **Leadership:** Ability to train and guide staff in using communication tools and software.
- **Creativity:** Strong creative vision for content creation and digital strategy to enhance engagement.

Employment Status/Benefits and Work Environment:

- This is a Part-Time position with flexible hours; 15-19 hours a week, with potential for long-term benefits provided employment. Possibly a 6-9-month internship.
- This position will primarily work in the church office, with occasional responsibilities for event coverage during evenings or weekends as needed.
- Competitive hourly rate based on experience.

How to Apply:

Interested candidates should submit a resume, cover letter, and any relevant portfolio materials to Mike Logeais at mike@stjohnsmankato.net . Applications accepted until a suitable candidate has been found.