

St. Patrick's Parish
Part-Time Communications Assistant

Reports to: Parish Office Manager

Overview: St. Patrick's Parish is seeking a detail-oriented and creative **Part-Time Communications Assistant** to manage our church bulletin, website updates, and other communications. This individual will be part of our staff team and will work closely with supporting our Office Manager to ensure timely, and professional communications across all platforms. The job will require 6 to 8 hours in office per week. The work schedule is flexible however Fridays will definitely require a commitment for a few hours of work. The starting wage range is \$20.00 to \$21.50 per hour, depending on candidate.

Responsibilities:

- **Bulletin & Print Materials:** Prepare and publish weekly church bulletins and event materials. Publish programs and flyers. Issue sacramental certificates.
- **Website Management:** Update and maintain website content, ensuring accuracy and relevancy.
- **Email & Announcements:** Send out church updates, and event information using web-based email broadcast program.
- **Collaboration:** Work closely with our pastor, staff and parish volunteers to ensure consistent messaging.
- **Flexibility:** Training will be provided for other office tasks to assist as needed.

Qualifications:

- An understanding of the Roman Catholic faith traditions and sacramental life.
- Strong organizational, writing and editing skills.
- Excellent interpersonal and customer service skills.
- Proficiency in Microsoft Office, Word, Publisher, Outlook, Adobe.
- Ability to manage multiple tasks and deadlines.

How to Apply:

Please send resume and cover letter to Theresa Smith at tgsmith1225@outlook.com. The closing date for applications is May 1, 2025.