

Communications Coordinator

Christ the Good Shepherd Catholic Church

Spring, Texas

Position Summary

The Communications Coordinator is 40 hours (benefits eligible) a week position responsible for planning, implementing, and managing parish-wide communications across print, digital, and social media platforms. This position ensures that parish communications are accurate, consistent, timely, and aligned with the mission of the Catholic Church.

Essential Duties and Responsibilities

Communications Planning and Oversight

- Develop and implement a parish communications plan
- Maintain consistent branding and messaging across all platforms
- Monitor engagement metrics and evaluate effectiveness
- Manage the communications budget

Digital Communications

- Maintain and update the parish website
- Manage parish social media platforms and online presence
- Oversee parish email communications through Flocknote
- Provide support and training to staff and ministry leaders on communication tools

Publications and Print Materials

- Produce the weekly parish bulletin
- Design and coordinate print materials including stewardship mailings, brochures, reports, event promotions, and signage
- Oversee campus-wide event promotion

Media and External Relations

- Serve as liaison to the Archdiocesan Communications Office
- Support parish-wide initiatives including the Diocesan Services Fund appeal, capital campaigns, and major events

Photography and Video

- Coordinate photography and video for parish events
- Plan, record, and edit formation videos, promotional videos, and manage the parish's livestream activities
- Manage parish YouTube and related media platforms

Qualifications

- Bachelor's degree in communications, marketing, journalism, or related field, or equivalent professional experience
- Proficiency in Canva and Adobe Creative Suite
- Experience managing websites and social media platforms
- Strong written and verbal communication skills
- Ability to manage multiple projects and deadlines
- Commitment to confidentiality and professional conduct
- Safe Environment certified or willing to obtain certification
- Bilingual (English/Spanish) proficiency preferred

Work Environment and Requirements

- Evening and weekend work required as parish schedule dictates
- Ability to lift up to 20 pounds and move throughout campus
- Regular use of computer and digital media equipment

Please submit a cover letter and your resume to hr@cgscc.church.