



THE CATHOLIC PARISHES OF STOUGHTON

Coordinator of Communications and Engagement

Reports to: Pastor

Status: Part-Time

Position Summary

The Facilitator of Communications & Engagement supports the mission of the Stoughton Catholic Collaborative by coordinating clear, consistent, and mission-driven communication across all platforms, while actively fostering community engagement. This role ensures that parishioners, visitors, and the wider community are informed, welcomed, and invited into the life of the Church. The Facilitator manages the Collaborative's communication tools—including social media, the bulletin, website, and databases—and develops new avenues, programs, and events that strengthen the Stoughton Catholic Community identity and encourage deeper participation.

Working collaboratively with the Pastor, staff, councils, and volunteers, the Facilitator of Communications & Engagement helps promote the Collaborative's ministries, highlight opportunities for service and stewardship, and cultivate a culture of encounter and evangelization.

Essential Duties and Responsibilities

Communications Management

- Plan, prepare, edit, and publish the weekly bulletin and regular email/Flocknote communications.
- Maintain and update the Collaborative website, collaborating with the Archdiocese's digital office as needed.
- Create, manage, and curate Collaborative social media content to promote ministries, events, and church life.
- Oversee local newspaper announcements and other external advertising, particularly for major feasts and parish events.
- Ensure consistent messaging and branding across all platforms.

Community Engagement & Evangelization

- Identify, develop, and promote new avenues for engagement—both digital and in-person—to welcome newcomers, re-engage inactive parishioners, and build community.
- Collaborate with the leadership of the collaborative to create parish-wide events, outreach initiatives, and other opportunities that foster belonging and participation.
- Support stewardship initiatives, special mailings, and parish-wide campaigns as needed.
- Work with ministries and volunteer groups to highlight opportunities for involvement and service.

Operational Support

- Maintain databases (e.g., ParishSoft), including updates to registrations, contact information, sacramental records, and household changes.
- Provide general communication-related administrative support to the Pastor and staff as needed.
- Assist with key parish mailings and communication-based components of offertory and stewardship efforts.

Technology & Office Coordination

- Oversee parish communication technology, including website, social media tools, email platform, and related systems.
- Support oversight of IT or phone systems in coordination with parish administration.

General

- Some additional operational administrative responsibilities may accompany this position as needed.
- Attend meetings related to the role, as necessary.
- Other duties as assigned

Qualifications

- Strong understanding of and commitment to the mission of the Catholic Church.
- BA/BS in a communications-related field preferred
- A strong service orientation is critical.
- Strong oral and written communication skills.
- Excellent oral and written communication skills with strong attention to detail.
- Experience handling confidential, sensitive matters with tact, respect, and discretion required.
- Proficiency in Portuguese and/or Spanish required
- An openness to work with and build up people from a wide variety of ethnic and linguistic communities
- Experience in social media management, digital communication, or marketing preferred.
- Proficiency with Microsoft Office Suite; familiarity with ParishSoft or similar systems a plus.
- Ability to work collaboratively, multitask, and adapt in a dynamic parish environment.
- Strong interpersonal skills—welcoming, professional, and pastoral.
- Experience coordinating events, volunteers, or community engagement initiatives is preferred.

- Ability to handle sensitive information with discretion

PHYSICAL PERFORMANCE ELEMENTS:

- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.
- Ability to lift up to 20 pounds.

Applications may be submitted to:

Rev. Carlos D. Suarez

Pastor Catholic Parishes of Stoughton

csuarez@stoughtoncatholic.org