

Job Title: Multi-Media Coordinator
Reports To: Pastor
Parish: St. Mary's Catholic Church, Minooka, Illinois
Position: Part-Time, Nonexempt, Unbenefited

Job Summary

The Multi-Media Coordinator is responsible for graphic design, editing website content, and desktop publishing, creating social media posts to respond to the needs of the parish. The ability to take knowledge and transform it into exciting and useful messages and disseminate it to the right audiences is critical.

Specific Requirements

- Candidate must demonstrate intermediate to advanced proficiency in Microsoft Office, PowerPoint, and Adobe Suite (Photoshop). WordPress experience is preferred.
- Excellent writing/editing and verbal communication skills.
- Relationship builder within the parish and broader community.
- Highly collaborative style; experience developing and implementing communications strategies.
- Sincere commitment to work collaboratively with all ministries, including staff, the Parish Leadership Team, volunteers, and parishioners.
- Work collaboratively with the parish web developer on projects and technology.
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both strategic and tactical levels.
- Self-starter, able to work independently, and meet deadlines.
- Enjoys creating and implementing new initiatives.
- Candidate must have flexible schedule to accommodate occasional evening/weekend meetings and events.
- Candidate must have an understanding of and appreciation for the Catholic faith, and a desire to serve in its mission.
- Candidate must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives and policies of the Diocese of Joliet.
- Submit parish event communications to Minooka Newsletter and other community outlets.

Responsibilities

- Maintain parish website—ensure that information is current and accurate (articles, links, events, sign-up lists). The web editor must prepare pieces for publication by checking grammar, punctuation, and style to improve clarity and flow.
- Support parish ministries with the design of print materials including, but not limited to, brochures, fliers, posters, holy cards, and the bulletin.
- Create and manage the development of digital/electronic media including parish apps, videos, and podcasts.
- Coordinate and maintain existing and new signage within the church.
- Maintain and regularly update the parish Facebook page, and other social media platforms encouraging engagement.
- Use media to communicate volunteer needs of the parish.
- Other duties as assigned by the Pastor

Education/Qualifications

- A degree in Marketing, Communications, Journalism, or equivalent experience in a related field is preferred.
- Prior experience in Catholic ministry is a plus.

- Strong written and oral communication skills.
- Excellent organizational and administrative skills.
- Must understand basic Catholic theology and Church teachings.
- Must demonstrate proficiency in various social media platforms.
- Website management/design experience.
- Skilled in video and audio editing, graphic design, and photography.
- Proficiency in web design.
- Must be proficient in Microsoft Office.
- Ability to work independently, creatively, and collaboratively, and to maintain confidentiality.
- Can work flexibly, and as part of a team.
- Because position includes some ministerial functions, the candidate must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives, and policies of the Diocese of Joliet.

Working Conditions

This is a Part-Time, Nonexempt, Unbenefited position working 15-20 hours per week with the possibility of in person and/or remote work.

Salary Range

Salary Range for this position is \$18.00 - \$20.00 per hour, depending on experience.

Benefits

- Paid personal leave days

PHYSICAL DEMANDS¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.

To be considered for this position, please send a cover letter and resume to ctraub@stmarysminooka.com and/or pastorsdesk@stmarysminooka.com.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.