

**Title:** Bulletin Editor  
**Reports To:** Pastor  
**Parish:** St. Michael Catholic Church, Orland Park, Illinois  
**Position:** Part-time, Unbenefited

### **Responsibilities**

- Writing, editing and designing weekly print bulletin with input from multiple sources.
- Coordinating regularly with bulletin printer/publisher regarding all bulletin-related issues.
- Communicating parish events and news via social media platforms, such as Facebook and Instagram.
- Working with our webmaster to ensure that information in the bulletin is communicated on the parish website.
- Helping with other communications tasks as needed, such as creating content, designing flyers and publicizing programs and events at St. Michael Parish.
- Fostering fruitful relationships with parish and school staff, as well as parishioners and parish leadership on a wide variety of issues and topics.
- Working with communications personnel from the parishes in our Vicariate to promote their programs and events at St. Michael Parish.
- Maintaining the bulletin boards in the church building.

### **Requirements**

- The position is a part-time (15-20 hours a week) in-office role that takes place Monday through Wednesday each week. Position will be available 7/1/25
- Must be familiar with Microsoft Office, especially Outlook, Word, Publisher and Excel; Experience with Google Chrome products (Gmail, Google Drive and Google Photos), as well as Canva is preferred.
- Experience in marketing, communications, or related fields with outstanding written, verbal, and editing skills is ideal.
- The ideal candidate should be comfortable multi-tasking, have excellent interpersonal skills, and be detail oriented.
- Practicing Catholic preferred as familiarity with Catholic faith, sacraments, liturgy and terminology is crucial.

### **Salary Range**

Salary range is \$16.00 - \$25.00 per hour, depending on experience.

### **To Apply for this position:**

Please email a resume with a cover letter to our Parish Business Manager Diana Vitela at [dvitela@saintmike.com](mailto:dvitela@saintmike.com).