

Title: Communications-Tech Coordinator
Parish: St. Patrick Parish, Yorkville, IL
Reports To: Pastor
Position: Full-Time, Exempt, Benefited

POSITION SUMMARY:

The Communications-Tech Coordinator at St. Patrick is the primary person responsible for the quality, accuracy, and effectiveness of internal and external communications for the parish and is the backbone of the Communications Team. Additional duties include Weekend Tech Coordinator who supports our worship and parish events, ensuring high-quality audio, video, and presentation support for weekend liturgies and other parish functions. The ideal candidate is detail-oriented, calm under pressure, and committed to using technology and leading parish volunteers to enhance the worship experience.

The goal of this position is to bring to life through communications our parish vision of transforming lives in Christ by making church matter, building disciples, and seeking and saving the lost.

ESSENTIAL RESPONSIBILITIES:

Communications:

- Serving as the parish brand manager.
- Developing and implementing the parish's strategic communications plan, including policies and processes for both internal and external communication.
- Managing all church-wide social media channels to create an engaging experience while maintaining the church's voice and brand.
- Designing print materials and digital media for promotion of parish events, such as social media posts, brochures, slides, postcards, and annual reports.
- Developing, formatting, and editing content for the bi-weekly email newsletter.
- Utilizing available media to write and share stories about how our church is impacting the parish and community.
- Directing, recording, and editing various video material to engage with the parishioners of St. Patrick and promote various activities happening at the parish.
- Capturing photos of the St. Patrick grounds and events for communication and archival purposes.
- Designing and editing website pages for both the parish and St. Gianna Shrine websites.
- Assisting with planning and implementing parish-wide events.
- Maintaining the Narthex and other gathering spaces to have a welcoming atmosphere that also effectively communicates the various activities happening at the parish.
- Analyzing appropriate metrics, insights, and best practices and acting on that information.
- Collaborating with staff and ministry leaders in creating and implementing communication plans.

Tech Coordinator:

- Provide technical support for all weekend Masses and special liturgies
- Experience with ProPresenter, Allen & Heath SQ7 digital mixing console, and Blackmagic ATEM switcher preferred.
- Set up, test, and shut down technical equipment before and after services
- Troubleshoot technical issues quickly and effectively during live events
- Coordinate with musicians, lectors, clergy, and ministry volunteers to ensure smooth worship flow
- Maintain and organize technical equipment, cables, and software files
- Prepare and manage volunteer scheduling for weekend technical support
- Assist with occasional weekday or evening parish events, funerals, weddings, or rehearsals

- Follow all safety and parish guidelines
- Create and maintain standard operating procedure documents
- Support the growth of the ministry and help train new volunteers
- Perform additional technical tasks as new needs arise to support the ongoing work of the parish.

QUALIFICATIONS:

- Degree in Communications, Marketing, or related field.
- Excellent problem-solving and written communication skills.
- Ability to communicate in a professional, positive, and supportive manner at all levels and among teams.
- Comfortable with volunteers of varying ages and experience levels.
- Reliable, punctual, and committed to serving the parish community: This position requires weekend duties (Saturday afternoon/evening and Sunday morning and afternoon)
- Attention to detail and design.
- Demonstrated social media and email marketing experience.
- Experience with Canva and the Microsoft Office 365 suite of products.
- Previous experience in church technical ministry or live event production strongly preferred.

Note: This job description is not intended to be all-inclusive. Other related duties may be assigned to meet the ongoing needs of the organization.

SALARY RANGE:

Full-time salary is \$40,000 - \$47,000, depending on experience.

BENEFIT INFORMATION:

We offer full-time employees a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule determined at local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

Interested candidates should send their cover letter and resume to HR@stpatrickyorkville.org. Please reference Communications-Tech Coordinator position in the subject line of email.