

Position: LEADER OF COMMUNICATION

Parish:	The Roman Catholic Parish of Middlebury and Southbury
Office:	910 Main St. South, Southbury, CT. 06488
Reports To:	Fr. Jaime G. Maldonado
FLSA Status:	Non-Exempt
Schedule:	Part-time, 15 hours a week. Some weekend work may be required for special events.

POSITION PURPOSE:

Leads the design, management and use of means of communication in the parish: bulletin, website, social media, digital newsletter, digital displays, ensuring communication is engaging, accurate, and timely. Please send a Cover Letter and Resume (including names of three references) to pastor@mscatholic.org.

ESSENTIAL FUNCTIONS:

- **Bulletin:** Serves as bulletin editor (using *Canva*), collecting, collating and designing content for the weekly production schedule, in close collaboration with the Pastor.
- **Website:** Maintains a cohesive parish website, frequently updating content, ensuring accurate and user-friendly experience.
- **Social media:** Develops and maintains social media presence, fostering community connections, promoting events, leading people to Christ through the content.
- **Email Newsletter Management:** Curates, organizes and designs the weekly email newsletter via marketing platforms such as *ConstantContact* or *Evangelus*.
- **Photography:** Documents, publishes and archives special parish events through photography.
- **Digital Display:** Designs and maintains dynamic digital content for weekly announcements displayed on church TV monitors (via *BrightAuthor* or similar software).
- **Parish Mobile App:** Collaborates in the future design and maintenance of a parish mobile app, overseeing content updates to ensure relevant engagement with the community.
- **BoxCast schedule:** Proactively schedules and maintains live-streaming calendar for upcoming Masses, ensuring each broadcast is accurately configured.
- **Technology vendor liaison:** Oversees the procurement and timely renewal of all communication-related software licenses and service agreements.

JOB QUALIFICATIONS

Essential Qualifications:

The Leader of Communication understands and accepts the teachings of the Church and moral demands of the Gospel as articulated in Scripture, the Tradition of the Catholic Church and summarized in the Catechism of the Catholic Church.

1. *Collaborative humility:* Demonstrates respect for teammates, openly evaluates ideas, feedback, and acknowledges mistakes and prioritizes the collective success of the Church's mission over personal recognition.
2. *Proactive drive:* Shows a passionate commitment to lead others to Christ and the parish's goals, continuously raising the bar for him/herself and teammates.
3. *Interpersonal insight:* Possesses strong emotional and relational intelligence, enabling him/herself to navigate group dynamics and emerging conflicts effectively.

Education and other skills

- Bachelor's degree or equivalency in communications, public relations or related field is welcomed; however, we value experience in communication strategies.
- Proficiency with *Canva* (used design, format and production of weekly parish bulletin) welcomed; experience with communication platforms such as *ConstantContact* and/or *Evangelus*, social media platforms, Microsoft Office products.
- Appreciation and understanding of the Roman Catholic Church (e.g. main theological/philosophical tenets, rites, morals).
- Good organizational with the ability to manage workload with positivity and discretion.
- Willingness/eagerness to learn and master communications platforms needed to fulfill the parish's mission.