



DIOCESE OF GRAND RAPIDS

HOLY SPIRIT PARISH

COMMUNICATIONS- MATERNITY LEAVE POSITION

2230 LAKE MICHIGAN DR NW

GRAND RAPIDS, MI 49504



ACCOUNTABILITY: Reports to Office Administrator

SUPERVISORY RESPONSIBILITY: None

HOURS: Part Time 12-15 hrs. per week for approx. 12 weeks (Starting in May)
**schedule is flexible, but likely more hours at the front of the week*

GENERAL SUMMARY: This position fulfills the duties of our Communication Coordinator while she is out on maternity leave. This person would work closely with the secretary, office administrator, and pastor to maintain a clear understanding of the information that needs to be communicated each week through the various forms of media we use. This position is a part time paid position.

ORGANIZATIONAL SUMMARY:

HOLY SPIRIT CATHOLIC CHURCH is a community of approximately 1,500 families with a school of about 300 preschool-eighth grade students, and a Foundation with \$5 million in assets. The parish has 64 full time and part-time employees and a very active volunteer base. The campus is in the desirable and growing northwest section of Grand Rapids, Michigan.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- GATHER ACCURATE INFORMATION, EDIT CONTENT, AND DESIGN LAYOUT, COVER, AND FLYERS FOR THE BULLETIN WEEKLY
- PREPARE AND PRODUCE THE WEEKLY PARISH EMAIL BLASTS USING EVANGELUS
- PROVIDE PASTOR AND DIRECTOR OF MUSIC WITH ALL NECESSARY ANNOUNCEMENTS TO BE MADE DURING WEEKEND MASSES
- WEEKLY ORGANIZE THE TOP 3 TO BE COMMUNICATED TO THE PARISH VIA EMAIL, WEBSITE, AND SOCIAL MEDIA
- MANAGE THE PARISH'S SOCIAL MEDIA ACCOUNTS (FACEBOOK AND INSTAGRAM) AND PLAN, CREATE, AND POST CONTENT
- DESIGN GRAPHICS FOR NARTHEX SCREENS TO COMMUNICATE EVENTS AND INFORMATION TO THE PARISH AND SCHEDULE WEEKLY
- ASSIST WITH OFFICE ADMINISTRATIVE TASKS AS NEEDED
- UNDERSTANDS THE OVERALL CONCEPT OF THE ORGANIZATION, INCLUDING THE BRAND, PARISHIONERS, PARISH GOALS, AND ALL OTHER ASPECTS OF SERVICE.



KNOWLEDGE, SKILLS, AND ABILITIES

<u>Education:</u>	Associate degree or beyond
<u>Experience:</u>	Prior industry experience is preferred. Experience with the following software is preferred; Google Suite, Adobe, Canva, Instagram, Facebook, WordPress, etc.
<u>Require:</u>	Must be a practicing Catholic, active in a parish. Must be able to maintain confidentiality.
<u>Physical Demands:</u>	While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Friday, with minimal travel.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

To Apply:
Please send your resume to:
MacKenzie Coble; mcoble@hsparish.org

Holy Spirit Catholic Church
2230 Lake Michigan Dr NW
Grand Rapids, MI 49503