**ST FRANCIS OF ASSISI CATHOLIC CHURCH**

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| **JOB DESCRIPTION** |  |
| **Position/Title:****Communications Assistant****St. Francis of Assisi Catholic Church, Frisco, Texas** | **Department:****Communications** |
| **Reports To:** **Communications Manager** | **Date:****June 11, 2025** |
| **FLSA Status:****Non-Exempt** | **Part-Time**  |

**General Summary of the Position**

St. Francis of Assisi Parish is looking for a creative and passionate individual for an assistant level position who will support the Communications Manager in their objective to drive the Parish’s mission of Matthew 28:16-20 through the evangelization various communications strategics, tactics and tools. The ideal candidate should consider themselves a true disciple of Jesus Christ, eager to share and spread his/her faith, self-motivated, innovative, and able to perform key tasks independently in a timely manner. This person should have a servant leadership mindset, outstanding work ethic and professionalism, spectacular attention to detail, and be willing to operate and thrive in a prayer-based culture. In addition, the ideal candidate must enjoy working in a team environment and is excited to join a growing Catholic community with a vibrant and diverse culture and innovative community. The Communications Assistant serves a vital role to be on site at St. Francis to help staff and volunteers as needed especially in support of the Communications Manager. This role will require a firm understanding of our church’s vision and values.

**Essential Duties and Responsibilities of the Position**

* **Bulletin:** The main, weekly responsibility of the Communications Assistant is to ensure the parish bulletin (bilingual: English and Spanish) is designed accurately, effectively, is approved by the Communications Manager, is reviewed by relevant staff and is submitted to the publisher in a timely fashion. This project is very critical as the bulletin services as a key tool for not only communications, but spreading the message and mission of our Parish to the entire community and beyond. This task includes, but is not limited to:
	+ Upload new announcements/photos on Airtable
	+ Place new announcements/photos in bulletin, collaborate with the Communications Manager to review
	+ Complete additional staff edits and feedback
	+ Make final edits submit finalized version to LPI (Publisher)
* **Social Media:** Takes direction from Communications Manager to develop content schedule for social media as well as develop social media posts for all Parish platforms at least twice per week. Develop content that is meaningful and helps further the mission of discipleship and supports a culture of invitation. Submits content to Communications Manager for review and approval prior to posting.
* **“Weekly TakeAway” –** work in tandem with the Communications Manager to identify the key activities, initiatives and announcements to be included in the *Weekly Takeaway* (Parish-wide electronic newsletter with over 15,000 subscribers). Write, curate and produce content (text and visuals) for each *Weekly Takeaway*.
	+ **As needed –** create other FlockNote (electronic newsletter) for other important announcements throughout the year as needed (i.e. holiday hours, inclement weather, special events, etc.)
* **Gubbio’s Coffee and More**: Work with Gubbio’s Coffee and More Manager to develop content for Gubbio’s social medial presence. Post content to Gubbio’s at least four times per month.
	+ Insert Gubbio’s announcements in bulletin whenever space available. Messages can include recruitment for volunteers, featured drinks, special events, etc.
* Supports the Communications Manager with on-site presence to collaborate with staff and volunteers as needed.
* Supports the Communication Manager in efforts for annual events and important initiatives such as Lent, Advent, St. Francis Day, Valentine’s Gala, Capital Campaign.
* Responsible for safeguarding how the St. Francis of Assisi brand is portrayed in all communication including print, email, social media, web. This includes a consistent tone and style is established and maintained.
* Willing to take photographs of events when needed
* In collaboration with Communications Manager, support the execution of the annual communications plan
* Other duties as assigned by the Pastor, Senior Director of Operations and Communications Manager

**Position Requirements**

**Knowledge, Skills and Abilities:**

* Must possess a servant-leadership mindset.
* Must maintain a positive, upbeat, self-starting, solutions-centered, can-do attitude.
* Must be adept at problem solving.
* Must be flexible and willing to work with quick and unexpected deadlines.
* Must understand the importance of the parishioners and the community served by St. Francis of Assisi.
* Must be highly proficient with InDesign and all Adobe Software (including but not limited to Photoshop, Lightroom, Premiere Pro, and Illustrator). Working experience with Wix, Canva, Airtable, Adobe InDesign, Illustrator, Photoshop, Lightroom, Premiere Pro necessary.
* Excellent interpersonal skills and ability to work well in a team environment
* Must have working experience in video and photography including video editing/photo manipulation.
* Must be able to thrive with minimal supervision; and the ability to listen carefully and take direction well.
* Must possess the ability to easily interact and relate with a wide assortment of personality types.
* Ability to manage time and prioritize accordingly.
* Must be a Catholic in good standing.
* Advanced MS Office experience, (Outlook, Word, PowerPoint, Excel); Apple (iOS) platform experience beneficial.
* Excellent oral and written communication skills, with proven proficiency in copywriting.
* Experience maintaining brand guidelines and standards.
* Must possess attention to detail and design, proven through portfolio work.
* Excellent interpersonal skills and ability to work well in a team environment.
* Experience in managing teams or freelancers is a plus.
* Working experience with Adobe InDesign, Illustrator, Photoshop, Lightroom, Premiere Pro, and WordPress, with a basic understanding of HTML, CSS, and JavaScript.
* Must support the vision and strategic direction of the Pastor.

**Education and Experience:**

* Bachelors in Marketing, Communication, Graphic Design, or related field, or comparable experience.
* Bilingual (English and Spanish) preferred.

**Special Requirements:**

* Frequent evenings and weekends.