



ROMAN CATHOLIC
DIOCESE
of Calgary

CAREER OPPORTUNITY for

Communications & Program Coordinator (Part-time)

Ascension Catholic Parish, Calgary

OVERVIEW

The Communications & Program Coordinator is responsible for the communications strategy of the parish along with implementing and coordinating programs for evangelization. This includes but is not limited to, managing various web/media tools to ensure the systems and communications platforms support the day-to-day operations and needs of the parish as well as coordinating existing programs and implementing new programs that will enhance the parish community.

RESPONSIBILITIES

- Develop and execute a parish-wide communications strategy
- Deliver engaging digital and print marketing campaigns that maximize parishioner engagement and outreach to potential members
- Monitor, analyze and report on effectiveness of marketing campaigns
- Create content for physical displays and signage around the building, coordinate with outside vendors to produce signage as needed
- Create AV content to promote and support the needs of Parish ministries and programs
- Maintain parish website and communication platforms with weekly bulletins, announcements, promotions, etc.
- Ensure Diocesan memos and communications are distributed appropriately among staff and the parish community
- Ensure consistent quality of branding and information across all parish communication channels and templates
- Execute website development and maintenance with tie-in to social media channels
- Oversee internal parish communications
- Collaborate with staff and parish volunteers to communicate programs and events
- Create surveys, registration and sign-up forms for events and programs. Collect results and distribute for use by staff and parishioners
- Create and maintain documentation on communication procedures, policies, and accounts
- Setup and distribute Zoom meeting links for staff meetings and virtual ministry programs
- Troubleshoot and resolve issues from staff and parishioners regarding communications platforms
- Conduct communication workshops for staff and parish volunteers as needed
- Coordinating current evangelization programs/groups and implementing and coordinating new programs for men, women and youth within the parish (ie: That Man is You, Walking with Purpose, etc.)

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Post-secondary education (degree or certificate) in communications or related field
- Minimum 2 years' experience in communications

- Proficient computer skills & applicable technology and software (i.e. MS Office Products)
- Excellent interpersonal communication skills, including: active listening, problem solving, and capacity to demonstrate good judgment, courtesy, confidentiality and tact with others
- Attention to detail with a high level of accuracy
- Effective organization, time and stress management skills
- Ability to maintain confidentiality
- Excellent written and verbal communication and presentation skills, including the ability to articulate in a compelling fashion
- Superior time management, organizational skills and ability to meet deadlines
- Comfortable working independently and collaborating with a team
- Ability to work evenings and weekends in a flexible workplace environment
- Supportive attitude and conduct towards the Roman Catholic Church and its teachings

HOURS OF WORK

15 hours/week

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines and general workload demands
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

TO APPLY

Documents required as part of the application process include:

- A completed application form – Download here: <https://www.catholiccyyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **Tuesday, October 10, 2023**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.