

COMMUNICATIONS COORDINATOR

The Come to the Water Area Catholic Community, Alexandria, MN, is seeking a Communications Coordinator.

About Us:

The Come to the Water ACC consists of St. Mary's (Alexandria), Immaculate Conception (Osakis), and St. Nicholas (Carlos-Belle River).

The main office is located at St. Mary's, located in Alexandria, MN, and is one of the largest parishes in the St. Cloud Diocese with 2100 families and a growing K-6 school with 265 students. Alexandria is one of the fastest growing micropolitan communities in the country with an innovative school district and a diverse economic base. We are located in the heart of Minnesota's Lakes Area with convenient interstate access to the Twin Cities.

Our Catholic community of 3 parishes strives to be extraordinary in what we do and a leader in our diocese. We strive to live a Stewardship Way of Life which also means we strive to offer a just and competitive compensation package to our employees. We offer flexibility to accommodate personal and family commitments, a progressive work environment, and a supportive and welcoming community.

Role Overview:

The Communications Coordinator is responsible for the communications and marketing of the Come to the Water Area Catholic Community (ACC) and its individual parishes. Provide primary coordination of internal and external communications, working with the parish staff, committees, and parishioners, to foster community engagement through various platforms.

Job Duties:

1. Develop and manage a comprehensive communications and marketing plan for the ACC and its individual parishes, including, but not limited to, print and electronic materials.
2. Develop and manage brand identity for the ACC and its individual parishes and ensure adherence by all parish staff, and committees.
3. Uphold and promote the ACC's mission and core values through consistent messaging and branding.
4. Coordinate internal and external communications to parishioners and the greater community through a wide variety of communication media.
5. Oversee creation of media and publications to ensure consistency with church mission and branding as well as effectiveness of content.
6. Write and edit articles, announcements, and promotional materials highlighting church activities and initiatives, including weekly bulletins & quarterly newsletters.

7. Collaborate with Leadership Team to plan communication of successes, issues, programs, needs and stewardship stories.
8. Manage e-mail database and email blasts.
9. Manage website and all social media content to ensure they are accurate, appropriate and create an engaging experience.
10. Coordinate with outside web support resources to maintain website functionality and design.
11. Promote programs and events to the individual parishes and greater community.
12. Advise parish staff and committees on best communication and marketing practices.
13. Report regularly on communication activities, engagement levels, and progress.
14. Demonstrate continuous improvement by assessing past and current methods of communication, research, identify, & implement new communication methods and platforms as beneficial.
15. Develop video and slide show resources.
16. Gather & communicate data from the Stewardship Participation Forms to leaders of appropriate committees, ministries or programs.
17. Participate on Staff Leadership Team.
18. Maintain quality and productivity at highest levels.
19. Able to work within a team.
20. Follow safety and good housekeeping practices.
21. Perform other related duties as assigned.

Education and Experience:

- Bachelor's degree in communications, marketing, graphic arts, and/or journalism, or related field preferred, or equivalent experience.
- Minimum of 2 years of relative work experience preferred.
- Excellent technical skills, especially with content management systems, WordPress, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Canva, and Google.
- Live and actively practice the Roman Catholic faith within the Come to the Water Area Catholic Community.
- Intermediate level of proficiency in the use of Microsoft Office, preferred.

Essential Job Functions:

- Excellent written and verbal communication skills; excellent human relations and interpersonal skills.
- Good organizational skills; time management.
- Attention to detail and accuracy.
- Creative flair with ability to develop ways to build and promote content.

- Excellent teamwork and collaborative skills; service oriented.
- High level of integrity and discretion in managing confidential matters.
- Ability to function without direct supervision; must be self-motivated.
- Regular and consistent attendance.

How to Apply:

We welcome general inquiries prior to an application. Feel free to email Todd Wentworth, ACC Business Administrator, at twentworth@stmaryalexandria.org

Interested candidates should complete and submit an application available on our website www.stmaryalexandria.org, submit a resume, cover letter, and samples of previous communication work to Todd Wentworth, ACC Business Administrator, at twentworth@stmaryalexandria.org

We are hoping to fill the position by early-December; it will remain open until filled. Join us in building God's Church across generations by living the Eucharist!