

St. Charles Borromeo Church-Greece, NY

Position: Office Assistant- Communications/Social Media

Reports to: Business Manager

Purpose: To provide social media direction focused on Evangelization efforts for the Parish to include Parish website, weekly bulletin, email, and other forms of social media communications such as Twitter and Facebook.

Skills Required:

- Excellent computer skills and experience with various software programs such as Microsoft Office, Publisher, Excel etc.
- Recent experience in website management.
- Experience using Data Base management programs such as Parish Soft
- Excellent communication skills

Parish Responsibilities: (Part-Time)

- Maintain & update the Parish Website, Facebook & Twitter accounts
- Prepare & create weekly Parish bulletin & ensures that is submitted to Printing Company on timely basis. Monitors delivery of bulletins and ensures the bulletins are delivered for distribution at Mass.
- Send weekly email blasts to Parishioner updating them on upcoming events, programs, and other Parish activities.
- Maintain & update the online Parish Calendar.
- Maintain Parish Soft website- updating parishioner records. Also, coordinates records with Offertory Envelope company ensuring the proper delivery of weekly or monthly envelopes to Parishioners.
- Generate mailings and accurate records for Parish Memorial Service.
- Generate & publish programs for various parish ministries.

Necessary Qualifications:

- Active member of a Roman Catholic parish faith community
- Understanding of Church teachings
- Current & practical computer skills

Please forward cover letter & resume to Maureen Beattie, Business Manager at maureen.beattie@dor.org.