

Communications Coordinator

Part Time (up to 28 hours)

St. Isidore Catholic Parish
Bloomingdale, IL

St. Isidore Parish is seeking to hire a part-time (up to 28 hours) Communications Coordinator. The Communications Coordinator will create, carry out and communicate the vision and mission of the parish using multiple communications vehicles including the weekly bulletin, email blasts, website, social media, mailings, print media, and others.

The candidate must have strong computer and graphic design skills. A thorough knowledge of communications principles and practices is required, with an ability to communicate effectively both verbally and in writing. The person needs to have strong proofreading skills and a keen attention to detail. The candidate should have experience in website development and content management. The candidate will demonstrate strong creative and organizational skills and have the capability to set priorities and work under deadlines. The person must be able to work independently and as a member of a team. The position requires the ability to collaborate with staff and volunteers in order to build community within the parish. Bilingual or a working knowledge of Spanish is a plus.

This person must be a practicing Roman Catholic in good standing and must support and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church. A minimum of 3-5 years of experience in marketing and/or communications is required.

If you are interested in this opportunity, email a cover letter and resume to dtobin@stisidoreparish.org. No phone calls, please.

