

PARISH: **Assumption Parish, Bellingham, WA** TITLE: **Communications Coordinator**  
NAME: \_\_\_\_\_ REPORTS TO: **Director of Parish Life**  
DATE: **March 1, 2024** GRADE: \_\_\_\_\_  
HOURS: **up to 10/week**

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## 1 POSITION PURPOSE

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To coordinate the various communication organs of the parish.

## 2 RESPONSIBILITIES

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### 2.1 GENERAL

- A. Carries out the mission of Christ according to the dictates of the Catholic Church, within the areas of parish responsibility, guided by the vision of the parish pastor.
- B. Works to stay current in knowledge and skills related to job responsibilities.

### 2.2 SPECIFIC

- A. Final oversight, editing, and publication of the weekly parish bulletin.
- B. Oversight and updating of the parish website and social media accounts.
- C. Oversight and updating of the parish bulletin boards and the overall presentation of the Gathering Space.
- D. Preparation of marketing materials for major parish programs and events.

## 3 APPROVED:

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Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_