

| | |
|-------------------|---|
| Job title | Parish Bulletin Administrator / Email Marketing Coordinator |
| Reports to | Communications Director |
| Status | Part Time / Hourly |
| Hours | 7-10 hours per week – flexibility to work from home |

Position Summary:

The Parish Bulletin Administrator is responsible for the creation, editing, formatting, and timely distribution of the weekly church bulletin, as well as assisting with email marketing efforts. This role ensures all content is accurate, engaging, mission-aligned, and reflective of the church's values. The position works closely with the Communications Director, Pastor, ministry leaders, and volunteers to gather and organize content that keeps the parish informed and inspired.

Key Responsibilities:

Weekly Bulletin Production

- Gather, organize, and format content from pastoral staff, ministry leaders, and volunteers in church-approved bulletin tools (MS Publisher, Canva). And regularly communicate deadlines for submission.
- Incorporate announcements related to ministries, liturgical services, mass intentions, prayer requests, and parish events.
- Ensure content is clear, consistent, engaging, and properly categorized.
- Review the parish calendar to confirm timely inclusion of upcoming activities.
- Submit bulletin drafts to editors and proofreaders on time (typically Mondays; adjusted for holidays/special services).
- Finalize and submit the bulletin to the publisher (typically Wednesdays; subject to change).
- Create and assist with holiday or special service inserts and special editions.

Email Marketing Support

- Assist with the creation and scheduling of weekly parish email communications.
- Support the Communications Director in aligning email messaging with the bulletin and broader church initiatives.
- Learn and use church-approved email platforms (e.g., MailerLite, Flocknotes, Constant Contact, etc.).

Collaboration & Process Support

- Support summarizing and organizing content for review by the Communications Director and Pastor.
- Provide feedback and suggestions to improve the bulletin process and workflow.
- Assist the Communications Director in testing possible new email marketing tools and communications. Support training staff on new tools as needed.
- Maintain regular communication with the Communications Director to ensure messaging consistency across platforms.
- Train designated backup staff member on bulletin / email marketing creation and support the development of written process documentation (work instructions).

Working Relationship with Communications Director/Staff

- Receives content direction and scheduling guidance from the Communications Director.
- Collaborates to ensure alignment with branding and strategic communication goals.
- Shares feedback and performance metrics to refine communication approaches.

- Supports implementation of updates or new initiatives in bulletin and email formats and processes.
- Attend weekly Monday staff prayer and Monthly staff meetings

Qualifications:

- Proficiency or willingness to learn Microsoft Publisher, Canva, LPI submission tools, MailerLite and /or other communications tools as needed or directed.
- Strong attention to detail, excellent organizational skills, and proactive.
- Ability to meet weekly deadlines consistently.
- Background in communications, design, or ministry is preferred but not required.
- Strong written communication skills and a passion for church communications.
- Ability to work independently while maintaining team alignment.
- Discretion and confidentiality in handling sensitive church matters.
- Flexibility to work a mix of in-office and remote hours depending on parish needs.

| | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|
| Approved by: | <i>Fr. Dave Woost</i> | <i>Kristen Antosh</i> | <i>Bulletin Admin</i> |
| Date approved: | | | |
| Reviewed: | | | |