



CATHOLIC DIOCESE OF DALLAS

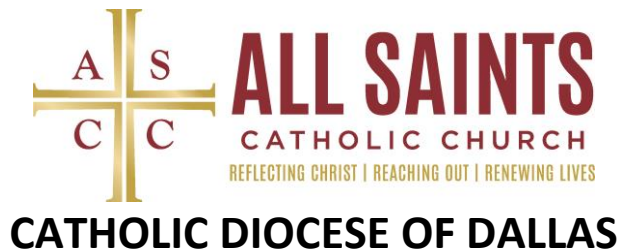
ALL SAINTS CATHOLIC CHURCH	JOB DESCRIPTION
Position/Title: Marketing Coordinator	Department: Communications
Reports To: Director of Communications	Date: December 2021
FLSA Status: Full-Time Exempt	

General Summary of the Position

All Saints Catholic Church (ASCC) is looking for a creative individual who will support the Director of Communications in their mission to deliver parish-wide communications. The ideal candidate is self-starter, innovative, and able to perform key tasks independently in a timely manner. This person should enjoy working in a team environment and is excited to join a growing Catholic community with a vibrant culture and innovative community. This role requires a firm understanding and practice of our church's vision and values.

Essential Duties and Responsibilities of the Position

- Assists in the content creation and editing of parish-wide publications including the Bulletin, Social Media, Website, Newsletter and Digital Displays.
- Assists with ministry requests that pertain to communications and promotions of events.
- Collaborate with Clergy, Staff, and Ministry Leaders to create compelling content and marketing plans.
- Supports safeguarding how the All Saints Catholic Church is portrayed in all communication including print, email, social media, web, etc.,
- Support to cultivate a consistent tone and style of communication across all media and ensuring all content is technically effective, grammatically correct, doctrinally accurate, and within the church's vision and brand guidelines.
- Support video projects, including script writing, pre-production planning, video production, editing and distribution. This includes work on livestreaming of regularly scheduled events.
- Event coverage with Video and Photography. Coordinate with photography and videography volunteers to ensure enough quality photo/video at all key parish events (e.g., Fall Festival, Easter Vigil etc.)
- Communicate with ministries to ensure all content is being communicated accurately and effectively.
- Assists with coaching staff and ministry leaders in effective Parish communications.
- In collaboration with Communications Director, support the execution of the annual marketing communications plan and monthly messaging calendar.
- Support and execute communication activities around annual fundraising/stewardship and any future capital campaigns.



Knowledge, Skills and Abilities:

- A working knowledge of the Catholic Church & traditions with understanding of our All Saints Community & Parishioners.
- Experience with Videography, Photography and Livestreaming.
- Working experience with Adobe Suite, Canva or similar applications.
- Intermediate MS Office experience, including Excel, Outlook, PowerPoint, Publisher, and Word. Apple (iOS) platform experience is beneficial.
- Maintains a positive, upbeat, self-starting, solutions-centered, can-do attitude.
- Must be able to thrive with minimal supervision.
- Ability to manage time and prioritize accordingly.
- Excellent oral and written communication skills, with proven proficiency in copywriting.
- Must possess attention to detail and design, proven through portfolio work.
- Excellent interpersonal skills and ability to work well in a team environment.
- Ability to cover special events which often occur on evenings and weekends.

Education and Experience

- Bachelor's Degree in Marketing, Communication, or related field with comparative experience.
- Must have a current valid Texas Driver's License.
- Must have updated Diocese of Dallas Safe Environment Certification.