



12521 Inwood Road
Dallas, TX 75244
stritaparish.net



Job Description: Communications Assistant for St. Rita Catholic School

Hours: Full Time

Supervised By: Director of Communications

Primary Function

The Communications Assistant provides support to the directives of the Director of Communications, all under the guidance of the Pastor and the Principal.

Essential Duties and Responsibilities

- Communication Request Management
 - Assists the Director of Communications in organizing and implementing marketing and communication requests from school faculty and staff, school volunteers, Diocesan leaders, etc.
 - Utilizes a project management website (currently Airtable) for soliciting and organizing the requests.
 - Corresponds with volunteers, faculty, staff and outside organizations regarding communications requests.
 - Incorporates the details of approved requests into school communication channels, as appropriate.
 - Serves as the contact person for school-related requests for on campus signage.
- Communications with School Constituents
 - Responsible for the design and layout of the weekly email incorporating current Communications requests and standard weekly content and schedules the email for a set delivery day and time.
 - Attends daily briefings with school administration to help in documenting and drafting communications.
 - Drafts post-event thank and tax acknowledgement letters to event sponsors.
 - Enters data regarding sponsors and participants into donor database.
- Graphic Design
 - Creates graphics for use on website, social media, weekly emails, and other channels using brand guidelines.
 - Assists in design of flyers, banners, signage, etc.
 - Designs ad content and works with outside vendors on ad purchases for school
- Website Content Management
 - Assists Director of Communications in maintaining and updating the school website and managing the site map.
 - Works with Director of Communications to train faculty and staff of the school on website page updates and use of website features such as video, form creation, links, etc.
 - Reviews site periodically to identify areas that need to be updated and works with faculty and staff to obtain updated information.
- Social Media Content and Response Management
 - Creates and manages content for social media channels of the school which currently includes Facebook, Twitter and Instagram.
 - Provides instruction and training to faculty, staff and volunteers on how to utilize the social media submission platform.
 - Serves as an administrator of our social media submission platform (Class Intercom).
 - Along with the Director of Communications, monitors social media messages and drafts responses.

Other Opportunities:

- Liaison to Volunteers
 - Serves as liaison of school administration for school organization committee chairs.
 - Assists volunteers on set up of communication and/or payment systems for events and programs and trains them on utilizing these tools.
- Back up to the Director of Communications on:
 - Weekly email to parishioner
 - Weekly bulletin

- Development Activities
 - Assists in oversight of independent contractor(s) hired for fundraising project management until Director of Stewardship and Development is hired.

Qualifications

- Bachelor's degree in Communications, Digital Media, or Marketing or related experience preferred.
- High proficiency and extensive experience with Microsoft Office.
- Tech-savvy with enthusiasm for learning new tech solutions and utilizing those solutions to improve processes.
- Availability for occasional evening and weekend work.
- Digital marketing experience a plus
- Graphic design experience a plus.
- Non-profit experience a plus.
- Fluency in translating English to Spanish for communications a plus.

Skills

- Ability to communicate effectively both orally and in writing.
- Detail oriented, self-starter with strong organizational skills and the ability to multitask and work independently in a fast-paced and fluctuating environment.
- Strong interpersonal skills, flexible, easy to get along with, enthusiastic and exhibits a high degree of professionalism, judgement, tact and diplomacy.

Disclaimer: The above job description is general in nature and is not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this classification.

If interested, please send your cover letter, resume, and references to communications@stritaparish.net.