



**Immaculate Catholic Church  
PARISH COMMUNICATIONS COORDINATOR**

Immaculate Parish is looking to fill the position of **Parish Communications Coordinator**.

**POSITION SUMMARY:**

Immaculate Parish is seeking a friendly, initiative-taking person for a full-time (35 hours/week) position for Front Office/Communications management for the church office. The **Communications Coordinator** will be responsible for answering the parish telephone during office hours, greeting and assisting visitors. They will publish the church bulletin, work with staff team to advertise parish events on social media and parish website, and manage parish membership data and records, including Mass Intentions. This position has outside interaction with other Catholic parishes, the local catholic school system and the Diocese of Owensboro, to communicate and share parish sacramental records and oversee the Immaculate Parish Diocesan Safe Environment program. This team-oriented individual will work with a motivated team of other parish professionals to help accomplish the work of furthering the mission of Immaculate Parish.

The ideal candidate will demonstrate the following qualifications:

- \* Associate degree (A.A.) or equivalent from a two-year college or technical school
- \* 3 years of relevant experience
- \* Excellent organizational skills and ability to meet deadlines
- \* Knowledge of Word, Excel, Publisher, Outlook, & social media platform experience
- \* Ability to maintain a high level of confidentiality

**Physical Demands:** The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Immaculate Parish, through the Diocese of Owensboro, is an equal opportunity employer, offering an excellent benefit package. Employees working over 20 hours per week are entitled to group health benefits, long and short-term disability, retirement, life insurance, critical care insurance and FSA benefits. Full-time employees receive paid Personal Days, Sick Days and Vacation Days, commensurate with time worked. Compensation is based on experience. To learn more about the parish, please visit [www.immaculateparish.org](http://www.immaculateparish.org).

**To apply, please submit a resume with cover letter to Fr. John Vaughan at [john.vaughan@pastoral.org](mailto:john.vaughan@pastoral.org).**