



**ST. CECILIA CATHOLIC CHURCH**  
A LIVING SIGN OF GOD'S SAVING WORD

Position Title: Administrative Assistant for Communications  
Job Classification: Part Time (15-20 Hours/Week), Non-Exempt  
Department / Program: Apostolic  
Reports to: Parochial Administrator/Pastor & Parish Business Manager  
Schedule: TBD with the prospective candidate. Must be open to work on weekends and nights due to special events  
Pay Range: \$17 to \$22  
Based on experience, education and qualifications.

### **SUMMARY**

Because all Diocese of Orange employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

This individual will report directly to the Parochial Administrator/Pastor and Parish Business Manager working with the Senior Administrative Assistant, Parish Staff, and ministry leaders to create informative and quality materials for all parish activities, updates, and other projects throughout the liturgical year. He/she will manage and oversee all parish communication platforms such as the bulletin, door posters, social media, website.

A dedicated, prudent, and well-organized person is desired with excellent writing, time-management, and organizational skills to assist in advertising and highlighting parish activities.

### **RESPONSIBILITIES**

Primary responsibilities for this position include, but are not limited to:

- I. Creation and Management of Parish Materials
  - a. Weekly Bulletin Production, Mass Slides, Parish Updates, Pulpit Announcements, Social Media, & Website Management
- II. Parish Event & Advertisement Coordination
  - a. Communicate with clergy, ministry leads, and/or staff about event needs including:
    - i. Types of Advertisement Materials
    - ii. Submission Deadline and Advertisement Duration
  - b. Assist with planning and marketing events throughout the liturgical year (i.e., Holy Days of Obligation, Holy Week Schedule, etc.)
- III. Occasional Capture Photographs & Videos of Parish Events
- IV. Explore New Resources & Platforms to Increase Parish Efficiency



**ST. CECILIA CATHOLIC CHURCH**  
A LIVING SIGN OF GOD'S SAVING WORD

**QUALIFICATIONS**

- ❖ Minimum of 1 year experience in communications
- ❖ Communicate clearly and work with clergy, staff, diocesan representatives, ministry leaders, and parishioners
- ❖ Ability to coordinate, multi-task, and work under pressure
- ❖ Must be dependable, flexible, and responsible with
- ❖ Meet deadlines and have excellent organizational skills
- ❖ Courteous and professional attitude
- ❖ Attend staff meetings and parish events/celebrations at the discretion of parish leadership

**PREFERRED**

- ❖ Previous experience within the Catholic Church or other non-profit organizations
- ❖ Bachelor's degree in related field preferred, equivalent work experience considered
- ❖ Fluent in English and have a proficient level of speaking/reading/writing in Spanish and/or Vietnamese

**WORK ENVIRONMENT**

- ❖ The position primarily involves work in an office setting within the parish premises, requiring frequent use of office equipment such as computers, telephones, printers, and filing systems.
- ❖ Evening and weekend work is required to accommodate parish programs and events.
- ❖ Must be available to adjust the schedule as needed to meet the needs of the parish community and ministry activities.
- ❖ Regular interaction with children, youth, adults, and volunteers in a professional and faith-based environment.
- ❖ Some local travel may be required for parish and diocesan meetings or events.

**PHYSICAL REQUIREMENTS**

- ❖ Ability to remain seated for extended periods while performing administrative tasks.
- ❖ Frequent walking, standing, and moving around the parish campus to support programs and events.
- ❖ Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- ❖ Manual dexterity required for operating office equipment, creating materials, and managing paperwork.
- ❖ Visual and auditory ability to communicate effectively with staff, volunteers, and parishioners in person, via email, and by phone.