



# Blessed Sacrament Church

Job Description – Communication/Liturgical Administrative Assistant

**Department:** Administration  
**Reports To:** Parish Administrator  
**Classification:** Nonexempt  
**Schedule:** Full Time  
**Approved By:** Parish Pastor



## Summary:

The Communication/Liturgical Administrative Assistant (CLAA) will oversee and administrate all aspects of parish communications and assist the pastor with administrative liturgical duties. The CLAA will be responsible for creating original text, video, and imagery content, managing posts, ordering liturgical supplies, maintaining liturgical books, preparing worship aids and intercessions, and assisting with liturgical seasonal decorations and worship aids, and coordinating the ministry scheduling system. The CLAA will occasionally fill in for the receptionist and or administrative assistant when needed.

## Essential Duties and Responsibilities:

- Develop and implement a communication plan with the Pastor and Parish Administrator to consistently highlight and promote the mission of the parish.
- Generate, edit, publish and share engaging content (e.g. original text, photos, videos and news).
- Monitor and report SEO and web traffic metrics
- Stay up-to-date with current technologies and trends in social media, design tools and applications.
- Work with church ministry leaders and parishioners to communicate the parish vision; coordinate the highlighting of ministries, events, and opportunities.
- Work with other church staff and parishioners to collect, produce and distribute high impact stories through effective communication channels.
- Manage parish website communications and update as needed or requested.
- Prepare weekly church bulletins and other special service bulletins or programs.
- Manage narthex monitor announcements.
- Oversee the ministry scheduler system and coordinate scheduling.
- Maintain liturgical books.
- Order liturgical supplies, ensuring supplies never run out.
- Prepare worship aids for weddings, funerals, Christmas, Easter and other special events or feasts.
- Coordinate child care providers.
- Occasionally help fill in for the administrative assistant as needed.
- Communicate with followers, respond to queries in a timely manner and monitor reviews.

- Other administrative duties as assigned.

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Education and/or Experience* – Bachelor’s degree (preferably in journalism, marketing, PR, or an equivalent degree) or equivalent combination of education and experience.

*Language/Communication Skills* - Ability to read, analyze, and interpret information from periodicals, professional journals, financial reports, and church documents. Ability to respond to common inquiries or complaints from parishioners, community agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to parish leadership, public groups, and/or boards and councils.

- A gift for storytelling.
- Diplomacy online and offline.
- Excellent copy writing skills.
- Ability to deliver creative content (text, video, image) in a timely manner.

*Mathematical Skills* - Ability to calculate figures and amounts such as discounts, interest, and percentages.

*Reasoning Ability* - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

*Computer Skills* – Familiarity with or demonstrated ability to learn: Content management, Web design, Internet content management systems, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Adobe Photoshop, Adobe Premier, Word Press, Ministry Scheduler Pro, Flocknote, Power Church, or software with similar functionality.

Sets an example of integrity, accountability, productivity, and teamwork.

Ability to adapt and apply knowledge and skills to a variety of parish situations that may occur.

*Certificates, Licenses, Registrations* - Current Driver's License

*Other Qualifications* - Must be a member of Blessed Sacrament Parish (or become a member) and a practicing Catholic. May be waived in certain instances; Must make themselves available occasionally for planned activities scheduled on evenings and weekends and, within established guidelines.