



Our Lady of Lourdes Hospitality North American Volunteers, LTD.

Public Association of the Christian Faithful and First Hospitality of the Americas

Communications Coordinator Job Description

Catholic non-profit seeks a service-minded, enthusiastic Communications Coordinator. The Communications Coordinator will work with the Executive Director, Office Staff and Development Committee to develop, implement and maintain a communications strategy designed to engage audiences across platforms, express the Association's mission, promote program participation, and share the Message of Lourdes. The ideal candidate will be able to balance multiple concurrent projects, adaptively serving the organization's needs.

Responsibilities and Duties include:

- Maintain website with current content, ensuring that all events, program information, and other resources are timely and accurate. Generate dynamic new content, freshen existing content to maintain visual consistency across website, and strengthen existing avenues for communicating the rich history of our work (i.e. blog).
- Update online systems and media across WordPress, Constant Contact and Etapestry. Serve as the point of contact between the organization and web designer to resolve technical issues.
- Design multiple global and targeted emails each month to enrich the relationship between the organization and its community, sharing updates, opportunities, and prayerful content.
- Maintain and monitor social media pages and help to grow social media presence.
- Design print publications and mailings, including newsletters, brochures, appeals, and other resources.
- Communicate with the Board of Directors, volunteers, and pilgrims to capture testimonials and ensure permission for the sharing of such stories and photos throughout digital and print communications.
- Assist with daily office tasks and pilgrimage projects as needed.

Qualifications and Skills

- Excellent written, oral, and interpersonal communication skills.
- Background in communications, public relations or development preferred.
- Fluency in Microsoft Publisher and other MS Office programs.
- Experience with WordPress, Divi, and Constant Contact preferred.
- Able to work with initiative and independence while embracing feedback from office team and Board of Directors.
- All candidates must be service minded, willing to learn and supportive of our Catholic mission.