

Parish Life and Communications Coordinator Needed
Part-Time - 25 hours per week

Creative person needed to fill a critical parish role! We are seeking a Parish Life and Communications Coordinator. This person will be responsible for all parish communications, including weekly parish emails, website updates, social media posts, posters and announcements for weekend Masses. Technology, graphic design and writing skills are very important.

This person will also be the staff contact for parish life events and will work closely with various event leaders. This person should enjoy teamwork and have the ability to coordinate volunteers. There is potential for this position to become full-time in the future, if the ideal person prefers full-time.

If you are interested, send a cover letter and resume to our Operations Director, Tara Kaufmann at tkaufmann@cdlex.org.