



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Bilingual Communications Coordinator	DEPARTMENT	Communications
DATE	October 10, 2023	LOCATION	CPLC Dallas Office

GENERAL INTRODUCTION

The position of Bilingual Communications Coordinator exists primarily to assist with carrying out the mission of the Catholic Pro-Life Community. All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

SUMMARY OF POSITION

The Bilingual Communications Coordinator is a full-time position in the Communications Department of the Catholic Pro-Life Community. This position works out of the CPLC central office in North Dallas. This position reports to the Director of Marketing & Communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage CPLC website updating, social media and other digital communications in English and Spanish
- Manage e-contacts and assist with creation of e-communications
- Assist with communications to parishes and organizations
- Assist with event promotion including creation of promotional and marketing materials, on-site management and photography/video as needed
- Supports CPLC's communication to the Hispanic community
- Assist with written Spanish translations as needed for effective communication
- Support office management needs including reception, copying materials, and coordination of mailing and printing projects
- And other duties as assigned by the Director of Communications

KEY QUALIFICATIONS

- Must be fully bilingual English/Spanish; oral and written
- Knowledge of Hispanic culture and ability to communicate to this key audience
- Bachelor's degree in digital media, communications, marketing, or related field preferred
- Writing/editing and knowledge of AP Style preferred
- Computer literacy, including proficiency with Microsoft Office programs

- Website content management experience
- Superior organization and clerical skills
- Experience with social media outlets (Facebook, Twitter, Instagram, etc.)
- Above average oral and verbal communication skills
- Acceptance of the magisterial teachings of the Catholic Church, particularly concerning life issues
- Active membership in a parish/faith community in good standing with the Church
- Ability and desire to support the mission of the Catholic Pro-Life Community
- Compliance with the Diocese's Safe Environment Program

OTHER DESIRED SKILLS AND EXPERIENCE

- Video production and photography
- Proficient in Adobe Creative Suite, Constant Contact, Hootsuite, WordPress and/or Live Site web management programs
- Detail oriented
- Creative and critical thinking
- Proactive problem-solving
- Ability to prioritize work assignments and meet deadlines in a timely, accurate manner
- Ability to function independently and as part of a team

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The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.