



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Communications Coordinator	DEPARTMENT	Communications
DATE	May 12, 2021	LOCATION	CPLC Addison Office

GENERAL INTRODUCTION

The position of 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 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 near Spring Valley and Midway in North Dallas. This position reports to the Director of Communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Primarily supports CPLC's Hispanic Pastoral Ministry in communicating to this key audience.
- Assist with Spanish translations as need for effective communication.
- Assist with CPLC website updating, social media and other digital communications.
- Manage e-contacts.
- Assist with event promotion including creation of promotional and marketing materials.
- Support office management needs including reception, copying materials, and mailings.
- And other duties as assigned by the Director of Communications.

KEY QUALIFICATIONS

- Must be bilingual English/Spanish.
- Knowledge of Hispanic culture and ability to communicate to this key audience.
- Writing/editing and knowledge of AP Style.
- Acceptance of the magisterial teachings of the Catholic Church, particularly concerning life issues.

- Ability and desire to support the mission of the Catholic Pro-Life Community
- Computer literacy, including proficiency with Microsoft Office programs
- Experience with social media outlets (Facebook, Twitter, Instagram, etc.)
- Oral and verbal communication
- Active membership in a parish/faith community in good standing with the Church
- Compliance with the Diocese's Safe Environment Program

OTHER DESIRED SKILLS AND EXPERIENCE

- Bachelor's Degree in digital media, communications, marketing, or related field preferred
- Video production and photography
- Experience with Constant Contact, Hootsuite, & Adobe Creative Suite
- Detail oriented
- Creative and critical thinking

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.

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.