

# Diocese of Nashville

<https://dioceseofnashville.com/job/assistant-communication-coordinator-publications-digital-media-engagement/>

## Assistant Communication Coordinator – Publications & Digital Media Engagement

**Hiring organization**  
St. Stephen Church

### Description

The Assistant Communication Coordinator – Publications & Digital Media Engagement supports the parish's mission of evangelization by helping communicate the life, faith, ministries, and activities of the parish through engaging print and digital media.

This position assists in developing and maintaining a consistent, welcoming, professional, and faith-filled presence across parish publications, website, social media, email communications, digital platforms, and other communication channels. The successful candidate will be a creative storyteller who understands that parish communications are not simply about sharing information, but about **inviting people into deeper participation in the life of the Church** and the mission of the Gospel.

The position works collaboratively with clergy, parish staff, ministry leaders, faith formation personnel, volunteers, and parishioners to gather stories, promote parish events, highlight ministries, and ensure timely and accurate communication.

**Job Location**  
Old Hickory, TN

**Date posted**  
September 17, 2026

**Valid through**  
14.12.2026

Please submit your resume to Fr. Zack Kirangu at [frzack@ssccohntn.org](mailto:frzack@ssccohntn.org).

### ESSENTIAL RESPONSIBILITIES

#### 1. Publications & Written Communications

- Assist with the preparation, editing, formatting, and production of parish publications, including bulletins, ministry materials, brochures, flyers, postcards, photography, and special publications.
- Gather and organize content from parish ministries and departments.
- Proofread materials for grammar, spelling, accuracy, consistency, and appropriate Catholic terminology.
- Help develop compelling stories and feature content that highlights parishioners, ministries, events, faith formation, service, and outreach.
- Maintain a consistent parish voice, identity, and visual presentation across publications.
- Assist with the development of seasonal and special communications for Advent, Christmas, Lent, Easter, sacramental celebrations, parish festivals, stewardship initiatives, and other major parish events.

#### 1. Digital Media & Social Media Engagement

- Assist in managing and developing content for parish social media platforms.
- Create and schedule engaging posts, announcements, photographs, graphics, videos, and other digital content.
- Promote parish Masses, events, ministries, formation opportunities, service projects, and community activities.
- Develop content that encourages participation rather than simply announcing events.
- Monitor engagement and respond appropriately to comments, messages, and questions, referring pastoral matters to the appropriate staff member or clergy.

- Help develop creative campaigns that invite parishioners and the wider community to encounter Christ and become more involved in parish life.
- Stay informed about emerging digital communication trends and recommend appropriate opportunities for parish engagement.

#### **1. Website & Email Communications**

- Assist with maintaining accurate, timely, and engaging parish website content.
- Update calendars, ministry information, announcements, event details, photographs, and other digital content as assigned.
- Assist with parish-wide email communications, newsletters, announcements, and digital campaigns.
- Ensure important parish information is communicated clearly and consistently across appropriate platforms.
- Help coordinate digital communications with parish staff and ministry leaders.

#### **1. Photography, Video & Storytelling**

- Capture photographs and short-form video of parish events, ministries, liturgies, celebrations, and community activities when appropriate.
- Organize and maintain a digital library of parish photographs and media.
- Identify stories that demonstrate the vibrancy of parish life and communicate the parish's mission.
- Assist in producing short videos, reels, interviews, testimonials, and other digital storytelling pieces.
- Obtain appropriate permissions and follow parish policies regarding photography and media involving children and vulnerable persons.

#### **1. Ministry & Parish Collaboration**

- Work closely with ministry leaders to identify communication needs and opportunities.
- Help ministries communicate their events and activities in a timely, attractive, and effective manner.
- Provide basic communication guidance to parish staff and ministry leaders regarding submissions, deadlines, photographs, and promotional materials.
- Attend selected parish events and activities to gather content and promote parish engagement.
- Encourage ministries to tell their stories and demonstrate how their work contributes to the parish's mission.

#### **1. Communications Planning & Coordination**

- Assist in maintaining a parish-wide communications calendar.
- Coordinate publication deadlines and digital communication schedules.
- Help prevent duplication or conflicting information across parish communication channels.
- Assist with developing communication plans for major parish initiatives and events.
- Track basic digital engagement metrics and provide observations regarding what content is most effective.

### **CATHOLIC & PASTORAL RESPONSIBILITY**

The Assistant Communication Coordinator is expected to understand and support

the Catholic identity and mission of the parish.

Communications should:

- Reflect the teachings and values of the Catholic Church.
- Present the parish as welcoming, joyful, prayerful, and mission-oriented.
- Promote participation in the Eucharist, sacraments, prayer, formation, service, and parish community.
- Communicate with sensitivity regarding pastoral, sacramental, and personal matters.
- Protect the dignity and privacy of parishioners.
- Recognize that parish communication is an important ministry of evangelization.

## QUALIFICATIONS

### Required:

- Excellent written and verbal communication skills.
- Strong proofreading and editing abilities.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to use social media and digital communication platforms effectively.
- Ability to work collaboratively with clergy, staff, ministry leaders, volunteers, and parishioners.
- Ability to manage multiple projects and deadlines.
- Professional judgment and discretion.
- Commitment to the mission and Catholic identity of the parish.

### Preferred:

- Experience in communications, journalism, marketing, public relations, digital media, graphic design, or a related field.
- Experience with parish or faith-based communications.
- Experience with website content management systems.
- Experience with email marketing platforms.
- Basic graphic design and photo/video editing skills.
- Experience creating content for Instagram, Facebook, YouTube, and other digital platforms.
- Familiarity with Microsoft Office, Canva, Adobe Creative Cloud, or comparable communication and design tools.

## CORE COMPETENCIES

The successful candidate will demonstrate:

- **Faith & Mission:** Understands communication as a means of evangelization and service.
- **Creativity:** Develops fresh, engaging, and compelling ways to tell the parish story.
- **Communication:** Writes clearly, warmly, professionally, and appropriately for different audiences.
- **Collaboration:** Builds positive working relationships across parish ministries.
- **Organization:** Manages deadlines, projects, submissions, and multiple communication channels effectively.
- **Digital Fluency:** Comfortable learning and using current digital

communication tools and platforms.

- **Initiative:** Anticipates communication needs and takes appropriate action without waiting to be directed.
- **Pastoral Sensitivity:** Communicates with charity, discretion, and respect for the dignity of every person.
- **Attention to Detail:** Ensures communications are accurate, polished, and consistent.
- **Teamwork:** Supports the broader parish staff and contributes to a culture of collaboration.

## WORKING RELATIONSHIPS

The Assistant Communication Coordinator regularly collaborates with:

- Pastor and clergy
- Coordinator of Communications
- Parish staff
- Adult Faith Formation and Catechesis
- Youth and Young Adult Ministry
- Religious education personnel
- Liturgy and music ministries
- Outreach and service ministries
- Stewardship and development
- Parish organizations and ministry leaders
- Volunteers and parishioners

## PERFORMANCE EXPECTATIONS

Success in this position will be demonstrated by:

- Timely and accurate parish communications.
- Increased engagement with parish digital platforms.
- Consistent quality and branding across parish publications and digital media.
- Stronger storytelling about parish ministries and parishioners.
- Improved coordination of communications among parish ministries.
- Increased awareness and participation in parish events and opportunities.
- Communications that reflect the joyful, welcoming, evangelizing, and Catholic identity of the parish.

## PHYSICAL & WORK REQUIREMENTS

The position requires the ability to work occasional evenings and weekends for major parish events, liturgies, celebrations, and communications needs. The employee may occasionally need to move between parish facilities and work in event environments to capture photographs, video, or other content.

## DISCLAIMER

This job description describes the general nature and level of work expected of the position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties may be modified as parish needs and communication strategies evolve.

## How to Apply

Please submit your resume to Fr. Zack Kirangu at [frzack@ssccohtn.org](mailto:frzack@ssccohtn.org).

