

Diocese of Nashville

<https://dioceseofnashville.com/job/parish-communications-coordinator/>

Parish Communications Coordinator

Description

The Parish Communications Coordinator is a part-time, non-exempt position that reports to the Parish Pastor. The Parish Communications Coordinator's role is to gather announcements from the Pastor, parish ministries, and the parish office and create all media related items to support St. Thomas Aquinas. This will include the weekly bulletin, parish social media, and parish website and sending out items updated information on MyParish App and other parish-wide means of communication.

Principle Duties and Responsibilities

- Gathers weekly announcements, layout, and artwork early in week for parish bulletin preparation.
- Responsible for preparing, typing, revising, printing, and uploading to the various platforms the weekly parish bulletin. Submits to Pastor for final approval prior to making copies for weekend masses.
- Maintains the parish website, Facebook, My Parish App, parish social media, and other social media with any pertinent information, which includes notices from the Pastor, events, and cancellations to religious education programs.
- Responsible for preparing, printing, and distributing weekly or any special announcements from various parish and diocesan sources.

Requirements

Job Qualifications

- Experience with MS Office products (Word, Excel) is required, MS Publisher & Power Point and other programs used in graphics design such as Canva are preferred.
- Experience with Photoshop, InDesign are helpful, but not required
- Ability to relate and communicate verbally and in writing with diverse populations is required
- Ability to grasp quickly the parish office functions is required
- Ability to maintain confidentiality in all matters is required
- Experience in a general office setting
- Bilingual language (Spanish & English) skills are strongly preferred.
- Associate's degree in graphic arts or business preferred
- High School degree or GED certificate required

How to Apply

Interested candidates should submit a resume and application on [Paylocity by clicking here](#).

Hiring organization

St. Thomas Aquinas

Job Location

Cookeville, TN

Date posted

April 1, 2026

Valid through

31.07.2026

Interested candidates should submit a resume and application on [Paylocity by clicking here](#).