



# CATHOLIC NACOGDOCHES

## Position Description

**Title:** Administrative Intern - Media Focused

**Type:** Non-Exempt

### **Primary Purpose**

The primary purpose of the Admin Intern - Media is to assist the Business Manager with the bulletins, facebook, flocknote and office coverage.

### **Primary Responsibilities**

#### Bulletin duties

The Admin Intern is responsible for the Bulletins for Our Lady of Guadalupe and Sacred Heart through the year. They are also responsible for the St. Mary's Bulletin during the Summer.

1. Making sure the bulletin is accurate with up to date information. Remove all information as the events happen so as not to have past events still advertised.
2. Checking for correct grammar and spelling.
3. Submitting the Bulletin each week before the deadline so that they are delivered on time.
4. Ensuring that the bulletins are delivered to the correct churches.
5. Creating an aesthetically pleasing bulletin for the Parish.

#### Facebook Posts

1. Posts facebook posts relating to events as detailed in the All Staff document
2. Keep up with the posting schedule as prescribed by the media plan.
3. Monitor comments and reactions on the pages of Catholic Nacogdoches, Sacred Heart, OLG and Immaculate Conception.

#### Flocknote

1. Send the weekly Flocknote out to the CN community in English and Spanish with all events as detailed in the All Staff document
2. Maintain the database to ensure the church has good records for the parishioners.
3. support the Pastor and Business admin during times when communication is important, i.e. crises, weather, etc.
4. Monthly book store publication via flocknote.

#### Website

1. Update website for all locations as needed.
2. Ensure correct and up to date information is posted on all platforms.

#### Other:

1. Personal appearance should always be professional as appropriate to the position and the various events and activities that occur at and in relation to the ministry.
2. Attend weekly Admin meetings with Business Manager.



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3. Attend monthly staff meetings the first Wednesday of the month at 10 am.

## **Primary Relationships**

The Office Administrator directly reports to the Business Manager and is ultimately responsible to the Pastor. The Office Administrator is also accountable to relate with all other staff, parishioners and volunteers in a positive, helpful, and professional manner.

## **Qualifications:**

- Strong organizational skills.
- Proficient on computer, Google Drive, and social media.
- Ability to multitask and time manage.
- Experience in customer service and parish life.
- Bilingual.