

Media and Communications Coordinator

- North Harbour Parish (2 King Street, Manly Vale 2093 NSW)
- Permanent Part Time – 15 hrs per week

As the Media and Communications Coordinator, you will work with the Parish Priest and parish team to create, organise, plan and implement effective communication strategies between the Parish of North Harbour, parishioners and the greater community.

About the Role

The Media and Communications Coordinator works with the Parish Priest to:

- Maintain the parish website to ensure the website is current and professionally presented;
- Manage parish social media;
- Provide expert communications advice and assistance in a range of parish communications and promotions to increase awareness of programs and ministries;
- Develop media and communications strategies for the parish that promotes the parish and enhances current and new parishioner engagement.

The role reports to the Parish Priest of North Harbour Parish.

About You

You are experienced in social media and communications. You have qualifications or are working toward tertiary qualifications in communications. You are familiar with Catholic parish communities and have a personal commitment to the Catholic faith. You have a comprehensive knowledge of how to create engaging content. You excel at conceptualising and creating eye-catching content and have advance skills in using creation tools. You understand current social media trends and are adept at keeping up to date with the latest news, tools, applications and social media best practices and technologies. You enjoy working with a team and meeting deadline. You pride yourself on the quality of your work. You are creative, innovative and live to spread the Good News. You understand parish communities and have exceptional skills in managing and maintaining harmonious relationships with those communities. You have excellent oral and written communication skills, are highly organised and proficient in contemporary word processing software and event applications.

This role has been assessed as requiring a Working With Children Clearance (**WWCC**) prior to appointment.

You will be able to meet most of the following selection criteria:

1. A personal commitment to the Catholic faith and an understanding of the Catholic Church and Catholic parish communities;
2. Tertiary qualification, working toward those qualifications, or extensive relevant experience in the field of media and communications;
3. A comprehensive knowledge of content creation including texts posts, video and images for use on social media;
4. Sound understanding of current social media trends and the ability to maintain currency with tools, applications and social media best practices and technologies;
5. The ability to produce consistently high quality, eye catching and engaging communications;
6. The ability to develop a parish media and communications strategy to enhance current and new parishioner engagement;

7. The ability to work with minimum supervision while working well in a team;
8. Experience working cooperatively and productively with volunteers in a Christian environment;
9. A proven record of working harmoniously with stakeholders to achieve positive outcomes;
10. Proficient skills in contemporary computer applications including the Microsoft Office suite;
11. Excellent organisational skills and the ability to prioritise and reorganise priorities;
12. Excellent written and verbal communication skills;
13. Working with Children Check (**WWCC**) clearance;
14. A current NSW driver's licence.

Benefits of working with us

As an employer that genuinely values our staff, we offer:

- A competitive salary that recognises your qualifications and experience;
- Additional paid leave between Christmas and the New Year; and
- A challenging and exciting role that makes a significant contribution to Catholic parish ministry.

From our end

Applicants for the position should include:

- A **Cover letter** explaining why you are interested in the role and how your experience and capabilities align with the selection criteria in relation to undertaking this role; and
- **Curriculum Vitae**

If you would like to apply for the role, please email your application to pp@nhcatholic.org.au.

For enquiries, please contact **Fr Michael Belonio OSA** on **02 9949 4455**.

Applications close on Friday 11 July 2025.

If you are interested please don't delay. Apply now as applications will be reviewed as they are received and we may close an advertisement prior to any disclosed close date.

Only candidates with the right to live and work in Australia should apply. No sponsorship is available for this position.

No agency contacts please. This position is being managed internally.