



Ss. Peter & Paul Catholic Church

204 W. Mill Street, Waterloo, IL 62298 • Tel 618-939-6426 • Fax 618-939-2011

Marketing & PR Coordinator

Position: Marketing & PR Coordinator

Reports To: Business Manager

Status: Part-Time (10 hours/week)

Location: Hybrid (working from home and at event location)

Salary Range: \$15-\$20/hour

Benefits: <https://www.diobelle.org/temporal-affairs/human-resources/employment-opportunities>

Position Summary:

The **Marketing & PR Coordinator** is responsible for effectively communicating the mission, events, and ministries of Ss. Peter & Paul Catholic Church to both internal and external audiences. This role plays a key part in building community engagement and enhancing the church's presence across digital platforms, printed media, and public relations channels. The ideal candidate is creative, detail-oriented, and technologically advanced.

Key Responsibilities:

1. Communication Strategy & Content Creation

- Develop and implement communication strategies that align with the church's mission and vision.
- Create and manage content for church announcements.
- Ensure consistent tone, branding, and messaging across all channels.

2. Digital Media Management

- Maintain and regularly update the church website with relevant pictures, content, events, and resources.
- Manage the church's Facebook account to increase engagement and visibility.
- Create and schedule email campaigns and special announcements.

3. Public Relations & Community Engagement

- Foster relationships with local media, community organizations, and event partners.

- Represent the church positively in external communications and community outreach efforts.

4. Promotional Materials

- Design or coordinate the creation of flyers, posters, event signage, and digital graphics.
- Work with ministry leaders to promote upcoming programs, services, and events.

5. Coordination & Support

- Collaborate with staff and volunteers to gather stories, photos, and updates from ministries.
- Attend key meetings and events (as needed) to ensure accurate and timely promotion.

Qualifications:

- Graphic design skills (Canva)
- Proficiency in website content management systems (WeConnect), email marketing tools (MailerLite), and social media platforms.
- Strong writing, editing, and organizational skills.
- Ability to work independently and manage time effectively.
- Experience in marketing, communications, public relations, or a related field, preferred.
- Commitment to the mission and values of Ss. Peter & Paul Catholic Church.

Hours & Compensation:

Schedule: 10 hours per week (flexible, some weekend or evening availability may be required for events).

Compensation: \$15-\$20/hour based on experience and qualifications

To Apply:

Please submit your resume and samples of any relevant communication or design work to pbm@ssppcc.org.