

Job Title: Desktop Publishing and IT Coordinator

Location: St. Agnes Church, 1025 Masonic Ave., SF, CA 94117

Reports To: Franca Gargiulo, Office Manager

Salary Type: Hourly, \$30/hour

Job-Type: Part-Time, 10 - 15 hours a week

Travel: None

Work Environment: Office/Church, possible hours at home.

Position Overview

The Desktop Publisher and IT Coordinator position manages our websites, desktop publishing including a weekly bulletin, marketing materials, maintains multiple social media platforms and helps with basic IT issues.

Reporting Relationship

The Desktop Publishing and IT Coordinator reports to the Office Manager and works with the staff of St. Agnes Church and its subsidiary the Ignatian Spiritual Life Center (ISLC).

Primary Responsibilities

- **Manage web site content and maintain Web Design.**
 - The coordinator is responsible for the publishing of content, maintaining continuity of themes, designing layout (when necessary), and overall updating of the sites by communicating with staff on a weekly basis.
 - Maintain a Web site task list and make sure its items are accomplished in a timely manner.
 - Partner with staff to ensure plans are coordinated and responsible team members meet deadlines.
- **Desktop Publishing**
 - **Weekly Bulletin**
 - Create weekly bulletin alongside the Office Manager, gathering materials, creating the layout and publishing in-house.
 - Review content for grammatical errors or spelling mistakes before publication.
 - Review images for clarity, color quality, and resolution requirements prior to printing.
 - Organize and format text and images on the page so they are aesthetically pleasing and easy to read.
 - **Marketing Materials**
 - Create flyers, posters and other marketing materials when needed.
 - Review content for grammatical errors or spelling mistakes before publication.
 - Review images for clarity, color quality, and resolution requirements prior to printing.
 - Prepare artwork for printing or converting existing artwork into digital formats compatible with digital printing techniques such as inkjet or laser printing.

- Prepare advertisements when necessary (a few times a year).
- **Social Media**
 - Update Facebook, Twitter and Instagram for both St. Agnes Church and the ISLC.
 - Create engaging text, image and video content.
 - Design posts to sustain readers' curiosity and create buzz around new events.
 - Develop an optimal posting schedule, considering web traffic and parishioner engagement.
- **IT Support**
 - Support staff on Flocknote programming for mass emails
 - Support staff on basic IT issues.

PHYSICAL REQUIREMENTS:

Ability to sit, walk, stand and climb stairs, alternating as needed and sometimes for prolonged periods of time. Must be able to bend, pull and also reach above shoulder level. Must be able to lift 25 lbs.

Minimum Requirements:

- Experience in marketing and design and ability to deliver creative content (text and image)
- Knowledge of Web Design Software – (such as Weebly)
- IT knowledge (Windows, MS Office) and ability to learn new software such as Flocknote, etc.
- Experience in multiple social media platforms
- Strong communication skills
- Able to handle multiple tasks at once
- Able to handle pressure and
- Associate or bachelor's degree in a relevant area

PLEASE SUBMIT RESUME, COVER LETTER AND 2 REFERENCES TO:

Franca Gargiulo
 St. Agnes Church, 1025 Masonic Ave. San Francisco, CA 94117
 Franca@SaintAgnesSF.org

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.