



## MARKETING/COMMUNICATIONS ASSISTANT

### INFORMATION PACKET FOR APPLICANTS

Job Posting | November 2025

#### Marketing/Communications Assistant

##### A Unique Opportunity to Make a Difference

From the moment you step through our doors, you'll know St. Pius X Parish in Grandville is a special place. We are a vibrant, faith-filled community with a mission to foster encounters with the Risen Jesus for everyone who enters our parish and for all those in the Grandville area. Passion, purpose, contagious energy, and a spirit of generosity define us—we care deeply about one another and strive to inspire others to take the next small step toward a life with God.

We are seeking a Marketing/Communications Assistant to join our team and provide support to the pastor and staff. This person will have the vision and skills to create beautiful, organized media to communicate events and news to the parish.

##### What We Offer

- **A Supportive Team:** You'll work alongside passionate, talented teammates who share your dedication to transforming souls and living out our faith.
- **A Welcoming Parish:** St. Pius X Parish includes 900 households in the southwest suburbs of Grand Rapids. We are a vibrant community where everyone is seen, heard, and valued as a beloved child of God. To learn more about our community—visit [www.spxcatholic.org](http://www.spxcatholic.org)
- **A Shared Mission:** Together, we strive to re-energize the spiritual lives of Catholics, inspiring and inviting them to a deeper connection with God.
- **Flexibility:** While this is intended to be a full-time position with salary and benefits, we are open to candidates seeking part-time work. Responsibilities will be adjusted accordingly.

##### Join Us in Transforming Lives

At St. Pius X, every effort we make has one goal: collaborating with God to transform souls, one at a time. We invite you to bring your gifts, talents, and passion to this role and help us lead the next generation closer to Christ! **Applications will be evaluated as submitted.**

##### APPLICATION INSTRUCTIONS

Send the following documents in PDF format via email to [epost@spxcatholic.org](mailto:epost@spxcatholic.org)

1) cover letter; 2) resumé with salary history; 3) at least three references

*Please include your last name and "Marketing/Communications Assistant" in the subject line.*

Alternatively, you may send a hard copy of these documents to:

Marketing/Communications Assistant

St. Pius X Parish

3937 Wilson Ave. SW

Grandville, MI 49418



## Marketing/Communications Assistant

### ***Purpose of this Ministry:***

The Marketing/Communications Assistant is a skilled professional who utilizes technology to create a variety of ways to market and communicate information to our parishioners and the public.

**Reports to:** Faith Formation Director

**Collaborates with:** Staff

**Status:** Part-time | Hourly | Non-Exempt | Average 15 hours per week (*Full-time options available*)

### ***Essential Responsibilities and Tasks***

#### MANAGES

***The Marketing/Communications Assistant is a careful steward of God's resources who:***

- 1) Gathers from department heads the information on upcoming events for the weekend kiosk slides. Responsible for referencing the parish main calendar of events and collaborating with the appropriate department head on how to best express the message.

#### SUPPORTS

***The Marketing/Communications Assistant is a skilled employee who:***

- 1) Develops worship aids for the Lord's Day liturgies, funeral liturgies, and other liturgical celebrations.
- 2) Coordinates what information is to be included in the weekly Constant Contact email distribution.
- 3) Assists Administrative Assistant, if needed (Virtus records, databases, etc.).

#### CREATES and COMMUNICATES

***The Marketing/Communications Assistant helps promote parish life by using her or his talents to:***

- 1) Design new and engaging content for the:
  - a. Parish website
  - b. Facebook
  - c. Instagram
  - d. YouTube

- 2) Create fliers, postcards, bulletin boards and other forms of media to promote parish activities (ex. Picnic, Haiti Golf Benefit, healing service, etc.).
- 3) Create forms on various platforms (Gravity Forms, ParishSoft Forms, Google Forms) for event signups, permission slips, and donation forms and assist with registration management when needed

***Qualifications:***

- Post high school education preferred.
- Three to five years proven experience in an administrative support role, with some experience handling marketing/communications.
- Practicing Roman Catholic.
- Computer literacy required.
  - a. Proficient in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint) and Google Suite (Drive, Slides, Docs, Gmail and Photos).
  - b. Experience with Canva and Adobe.
- Eager learner with exemplary written communication skills and creative design skills.
- Discretion required: must be able to process and maintain confidential information.
- Criminal background and credit checks required.

***Work Environment:***

- Average of approximately 15 hours per week.

***Skills and Abilities:***

- Demonstrates strong organizational skills, including managing time, prioritizing tasks, and willingly supporting co-workers in different departments.
- Stays current with technology.
- Enjoys learning and resolving challenges.
- Works collaboratively with staff.