

**Job title:** Communications Assistant

**Essential Duties and Responsibilities:**

- Copy, edit, layout, and design each issue of the paper (monthly)
- Meet twice a month with the Advisory Board
- Brainstorm news coverage for each monthly issue
- Help with multiple forms of social media such as twitter, Facebook, Instagram
- Perform other related duties as assigned by Director of Stewardship and Communications

**QUALIFICATIONS**

**Competencies:**

Must be:

- willing and able to support the Mission of the Archdiocese of Anchorage-Juneau
- committed to the universal and local Catholic Church
- willing and able to treat each individual with dignity and respect

Must possess the following skills and abilities:

- editing skills
- collaboration
- computer literacy -experience with Adobe InDesign a plus
- office equipment operation—phone system, computer, fax, copier
- proven written communication skills
- self-confidence
- initiative
- flexibility
- professionalism
- motivation
- discretion
- dependability
- confidentiality
- exhibits polite and professional communication via phone, e-mail, and mail
- ability to coordinate with others who have needed information

**Education:** Bachelor's degree in journalism, communications, or related field/related experience.

**Experience:** Preference of 2 years of successful experience working in publishing and/or journalism

Send Resume to Seth Bakic at [sbakic@caa-ak.org](mailto:sbakic@caa-ak.org)

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