



## Communication and Design Specialist

**Reports To:** Superintendent, Office of Catholic Schools (OCS)

**FLSA Status:** Non-Exempt  
Part-time

**Prepared Date:** 1/2/2020

**Summary:** Supports diocesan Catholic schools using technology and effective communication.

### Essential Duties:

1. Collect, compile, and organize various student, staff, and school data.
2. Attend meetings as necessary to provide information and support to schools. Aids in planning meetings and professional development for principals and teachers throughout the diocese.
3. Review IDOE data collection management and work with schools to ensure compliance.
4. Regularly checks and maintains data for the following programs:  
Choice, SGO, safe environment, and teacher licensing.
5. Maintains, updates, and designs OCS website; designs and distributes weekly updates for principals.
6. Maintains and monitors social media sites (Twitter, Facebook, others).

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications:** *To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education/Experience:

- Bachelors' degree in a related field.
- Proficiency with Microsoft Word, Excel, Publisher, Power Point, Outlook and Microsoft file and print services (MS Office 365).
- Experience working with social media platforms such as Facebook, Twitter, Instagram, Pinterest, etc.
- Strong written and oral communication skills.
- Strong organizational skills; detail-oriented.
- Honor & maintain confidentiality.
- Commitment to the mission of Catholic Education.
- Respect and uphold Catholic Church teachings.
- Pass and maintain Diocesan child safety protocols.





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**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to move about the work environment.
- While performing this job, the employee is regularly required to talk or hear.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Visual acuity to see computer screen.
- Able to occasionally lift and/or move up to 30 pounds.
- Able to lift files, open filing cabinets, and bend or stand on a stool if necessary.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to work a flexible schedule including nights, evenings, and weekends as required.
- This job operates in an office environment. This role routinely uses standard office equipment such as computers, photocopiers, and smartphones.

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Signature

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Date

