



# OUR LADY OF GOOD COUNSEL

CATHOLIC CHURCH

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## COMMUNICATIONS - PROMOTIONS & CREATIVE COORDINATOR

Our Lady of Good Counsel Catholic Church (OLGC) located in Plymouth, Michigan exists to offer every person in our community a life-changing encounter with Jesus.

### ROLE SUMMARY

As a member of the Marketing & Communications Team and under the direct supervision of the Director of Finance & HR, the Promotions & Creative Coordinator assists and equips ministry leaders, volunteers, and parishioners with effective creative marketing and communication.

### DUTIES AND RESPONSIBILITIES

#### Creative & Design

- Design creative and promotional materials and oversee print production for all Parish, School, and Ministry campaigns, programs, events, fundraisers, etc.
- In partnership with the Digital Media Coordinator, design, develop, and publish the weekly print bulletin and e-bulletin.
- In partnership with the Digital Media Coordinator, manage the creation of online forms and registrations using the ParishSoft forms tool.
- Evaluate the success of parish promotions and translate data into recommendations and plans for future campaigns.

#### Brand Management

- Manages brand assets and guidelines for parish and school including: fonts, logos, colors, brand collateral, photos, videos, design files, etc.
- Monitor brand compliance and address brand violations as needed.
- In partnership with the Digital Media Manager, ideate, capture, and edit professional photography and videography assets used to promote OLGC's programs and offerings.

#### REQUIRED SKILLS AND ABILITIES

- Proven work experience as a graphic designer with a strong portfolio and visual design skills.
- Proficiency in Adobe Creative Suite, primarily: InDesign, Illustrator, and Photoshop.
- Excellent relational, oral, and written communication skills with ability to mentor others.
- Strong organizational skills with ability to manage multiple projects and events.

#### CRITICAL QUALITIES

- Devotion to a personal relationship with Jesus and a deep love for His Church.
- Fully aligned with the teachings of the Church and passionate about OLGC's vision.
- Passion for leading and influencing others with an apostolic heart.

**This is a part-time position not to exceed 19 hours per week.**

**Please include a copy of your resume, cover letter, and statement of faith**

Send to: [jouppid@olgcp parish.net](mailto:jouppid@olgcp parish.net)

Subject Line: Promotions & Creative Coordinator (attachments in PDF format only).

Deadline: Applications will be accepted until April 1, 2026