



Job Openings

Communication Coordinator:

St. Bridget of Sweden Catholic Church is looking to add an additional amazing person to our staff team. We are hiring a full-time, Communication Coordinator position. This person has a key role in sharing the love of Christ in our parish and community. Duties include, but are not limited to developing, implementing, and maintaining the parish's communications channels, facilitating engagement between individuals/groups and parish activities, marketing St. Bridget's beyond the parish, and creating printed and digital content for publication and display.

Here are a few specific examples of the duties of this position: Design, edit and publish all print and electronic communications including but not limited to our website, social media, App, Evangelus, emails, marketing, letters, posters, video recording, weekly bulletin, etc. This person will maintain and improve our brand identity. Technology, marketing, photography/videography and/or social media backgrounds are a plus.

The candidate we are looking for works well with a team. They should also have strong grammar, editing and writing skills. Detail oriented. They should strive for excellence in all. They need to be highly competent in Excel, Word, Publisher, and PowerPoint. As well as a strong familiarity with Zoom and Vimeo. At least a basic understanding of the Google Suite. Be a problem solver. Can multitask. Works quickly and efficiently. They should also be cheerful, helpful and flexible with great customer service skills.

St. Bridget's offer's a flexible schedule. Some evenings and weekend days may be required. We also offer great benefits including health, dental, vision, FSA/HSA and 403B as well as vacation, holiday and sick time.

Please email to request full job description and/or to submit your Cover letter and Resume to our Parish Business Administrator, Jessica Mohler at jmohler@stbridgetofsweden.org.

Administrative Assistant

St. Bridget of Sweden Catholic Church is looking to add an additional amazing person to our staff team. We are hiring a full-time, Administrative Assistant position. This person has a key role in being the “face” of St. Bridget, serving the Parish and our community from the front desk in-person, on the phone and via email. Duties include, but are not limited answering phone calls, assisting visitors, keeping up on Sacramental and other records, assisting the work of the other staff, keeping our database up to date, coordinating volunteers and being a liaison to parish committees, coordinating/keeping records of and for classes, Bible studies, registrations and meetings.

The candidate we are looking for works well with a team. They should also have strong grammar, editing and writing skills. Detail oriented. They should strive for excellence in all. They need to be highly competent in Excel, Word, Publisher, and PowerPoint. As well as a familiarity with Zoom and Vimeo. At least a basic understanding of the Google Suite. Be a problem solver. Can multitask. Works quickly and efficiently. They should also be cheerful, helpful and flexible with great customer service skills; patient and pleasant.

St. Bridget’s offer’s a flexible schedule. Some evenings and weekend days may be required. We also offer great benefits including health, dental, vision, FSA/HSA and 403B as well as vacation, holiday and sick time.

Please email to request full job description and/or to submit your Cover letter and Resume to our Parish Business Administrator, Jessica Mohler at jmohler@stbridgetofsweden.org.