

COMMUNICATIONS COORDINATOR - COPY CENTER

DOWNTOWN CHANCERY

1700 San Jacinto Street
Houston, Texas 77002

Summary:

The Communications Coordinator-Copy Center is responsible for all Copy Center duties, which includes managing all in-house print jobs and supplies for the Chancery Offices and coordinating outsourced print jobs as needed. This position also: assists with design support for print jobs; provides clerical and production support for the Archdiocesan Directory and Kenedy Directory; manages the annual distribution of the Archdiocesan Directory and Kenedy Directory; assists with billing tasks for Communications Department advertising contracts; and handles other special projects as assigned by the Internal Communications Manager. This position works in collaboration with Communications Coordinator-Mail Room, overseeing Copy Center assignments for the Mail Room Coordinator and acting as a backup for the Mail Room position as directed.

Education/Experience:

High school diploma or general education degree (GED); two years related experience and/or training; or equivalent combination of education and experience. Must be proficient in MS Suite, especially MS Word, Excel, Publisher, Outlook and PowerPoint. Strong customer service and administrative skills helpful. Ability to utilize multiple resources (phone, fax, Internet, etc.) to complete office tasks. Must be comfortable and familiar with computers, copier equipment, copy center equipment (booklet maker, paper cutter, hole puncher, book folder, etc.) and other technology. Must enjoy working as part of a team in a deadline-driven atmosphere. Copyediting/proofreading experience helpful.

Must have ability to write correspondence and capability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Must have a valid Texas Drivers License.

If interested, please send a cover letter, resume and portfolio samples via email to cviola@archgh.org. Please place job title in subject line.