



# CATHOLIC PRO-LIFE COMMUNITY

## RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

### POSITION DESCRIPTION

**TITLE:** Communications Assistant  
**DATE:** May 29, 2026

**DEPARTMENT:** Communications  
**LOCATION:** CPLC Office in North Dallas

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#### **About Us**

The Catholic Pro-Life Community (CPLC) is the Respect Life Ministry of the Diocese of Dallas, dedicated to saving lives, supporting families, providing a pathway to healing, and promoting a culture of life. Through education, outreach, and compassionate support, we serve mothers, fathers, families, and parishes across North Texas.

#### **SUMMARY OF POSITION**

The Communications Assistant will play a key role in sharing the mission and work of the Catholic Pro-Life Community through engaging content, storytelling, and visual media. This full-time position is hands-on, fast-paced, and highly creative, ideal for someone who enjoys creating content, supporting ministry communications, and capturing the day-to-day impact of our work. Working closely at the direction of our Creative Director, this individual will assist with content creation across digital and print platforms while helping maintain consistent branding and messaging throughout the organization.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Create and edit short-form video content for social media, websites, email campaigns, and ministry initiatives.
- Capture photography and video footage of ministry activities, events, staff, volunteers, and office life for use in communications and social media.
- Assist with writing content for social media, email newsletters, website updates, ministry promotions, and print materials.
- Design digital and print graphics (flyers, programs, social media posts, brochures, donor materials, etc.) consistent with CPLC branding.
- Support website content updates and basic page creation.
- Assist with the production and editing of podcast and webinar content, including basic audio and video editing.
- Organize and maintain photo, video, and digital media libraries.
- Collaborate with ministry leaders to gather stories, testimonials, and content that highlight the impact of CPLC programs.
- Provide on-site communications support for events, including photography, videography, content collection, and event promotion.
- Support fundraising and donor communications through compelling storytelling and mission-focused content.
- Assist with administrative communications projects and other duties as assigned.
- Assist with podcast production and post-production, including recording setup, audio editing, and video editing.

## **Qualifications**

- 1 to 3 years of experience in communications, content creation, digital media, or a related field.
- Bilingual in English and Spanish strongly preferred; bilingual candidates will receive priority consideration.
- Strong writing, editing, and storytelling skills.
- Strong interpersonal and collaboration skills with the ability to work effectively as part of a team while also being self-motivated, proactive, and capable of managing projects independently with minimal supervision.
- Experience creating content for social media platforms including Facebook, Instagram, LinkedIn, YouTube, and TikTok.
- Proficiency in Canva and/or Adobe Creative Suite (Photoshop, InDesign, Illustrator).
- Experience with video editing software such as Adobe Premiere Pro, Final Cut Pro, CapCut, or similar platforms.
- Familiarity with photography and videography equipment, including cameras, lighting, and microphones preferred.
- Familiarity with podcast recording equipment and basic audio editing software is preferred.
- Experience with email marketing platforms such as Constant Contact or Mailchimp is a plus.
- Basic website editing experience (WordPress or similar CMS).
- Highly organized, detail-oriented, and able to manage multiple projects simultaneously while meeting deadlines.
- Strong commitment to the mission and teachings of the Catholic Church, especially the dignity of human life.

## **Stewardship and Community Engagement**

All employees of CPLC are called to exercise faithful stewardship of their time, talents, and resources. This commitment is reflected in the spirit of collaboration, excellence, and fidelity to the Catholic Church's teachings on life and human dignity and demonstrated through active participation in a parish or faith community in good standing with the Church and compliance with the Diocese's Safe Environment Program.

These responsibilities are intended to describe the general nature and level of the work being performed. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.