

COMMUNICATIONS MANAGER
ST. JOSEPH, PILLAR OF FAMILIES

(Holy Angels, Sidney; Sacred Heart of Jesus, McCartyville;
St. Michael, Fort Loramie; and Sts. Peter & Paul, Newport)

Position Title: Communications Manager
Status: Full-time Hourly , Non-Exempt, 12 months
Reports to: Pastor

PRIMARY FUNCTION

The Manager of Communications serves and supports the St. Joseph, Pillar of Families ("Family") in its mission of communicating and facilitating a parish culture which creates intentional disciples of Jesus Christ. The primary responsibility is to create and implement a cohesive internal as well as external communications plan for the Family. The Communications Manager will plan, organize, manage and oversee the successful completion of all communication aspects of the Family.

MAJOR POSITION RESPONSIBILITIES

- Oversee communications staff
- Create and manage communications guidelines
- Oversee the weekly Family church bulletin process
- Oversee/Maintain and update Family website(s)
- Oversee/Maintain all social media platforms for the Family including, but not limited to:
 - YouTube
 - Facebook
 - Bulletin
 - Newsletter
 - Liturgical Items, as requested by the Pastor and/or Priests
- Assist Priests with any needed liturgical items (prayer cards, pamphlets, etc.)
- Availability at Family events for photography and/or recording, as needed, which may include:
 - Special liturgical events (First Communion/Confirmation, OCIA, etc.)
 - Special community events (parish picnic, Priest meet & greets, etc.)
 - Special education events (Priest talks, etc.)
- Attend Family Staff Meetings and/or other meetings as requested by the Pastor and/or Director of Administration
- Maintain Communications calendar
- Announcements
- Oversee weekly distribution/cleanup of bulletins, flyers, etc. at each parish
- Maintain confidentiality in all Family matters
- Other duties as may be assigned upon discussion with the Pastor/Director of Administration

QUALIFICATIONS

- Experience in planning, prioritizing, organizing and managing multiple projects simultaneously
- Ability to set timelines and schedules
- Working knowledge of Microsoft Office Suite; Google Business Suite; Adobe; Canva

EDUCATION, TRAINING AND/OR EXPERIENCE

Two to four (2-4) years of communications work experience required; parish office experience is preferred.

WORKING ENVIRONMENT

This position may require some evening/weekend work hours.

Employees of St. Joseph Pillar of Families Parish will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies thereof. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.