



Position Title: Director of Evangelization & Communication

Position Type: Full Time (36 hours per week)

Reports to: Pastor or Director of Administration

Position Summary:

The Director of Evangelization & Communication at St. Henry Parish will create, implement, and oversee a comprehensive and unifying vision for evangelization in the parish, including adult, family, and youth evangelization. In tandem with evangelization efforts this position oversees the weekly publication of the parish bulletin and communication platforms.

Key Responsibilities:

Youth Ministry & Faith Formation

- Organize leadership for events, small group discussions, and seasonal service projects.
- Maintain and update resources such as the parish game binder and small group discussion binder.
- Coordinate with youth leaders, secure speakers, plan activities, and manage communication via bulletin, Flocknote, and other parish channels.
- Facilitate youth participation in parish devotions (e.g., First Friday).

Sacramental Preparation

- Organize and assist with quarterly Baptism preparation classes, including scheduling, set-up, communication, and occasional teaching.
- Support marriage preparation through the Blessed and Bound program by recruiting, training, and coordinating mentor couples.

Outreach & Evangelization

- Coordinate outreach visits to the homebound, ill, and nursing home residents alongside parish clergy.
- Maintain records of pastoral visits and ensure regular follow-up.
- Organize and promote parish devotional activities, including Eucharistic Adoration.

Administrative & Pastoral Support

- Assist parish staff with scheduling, communications, and event logistics.
- Serve as a resource and point of contact for adoration coordinators and participants.
- Work collaboratively with the pastor, staff, and ministry leaders to advance the mission of evangelization in the parish.

Communication

- Develop and submit the weekly parish bulletin, flyers & posters while working with a team for feedback & editing.
- Manage social media & email communication, event registration, etc.
- Manage website, domain & email administration.
- Exhibit discretion when handling confidential matters.
- Coordinate creation and distribution of office publications.

Qualifications:

- Practicing Catholic in good standing with the Church, committed to living out the teachings of the Catholic faith.
- Strong organizational and communication skills.
- A zealous desire to spread the Gospel and further the mission of the parish.
- People Driven- someone who receives life from interactions with people.
- Experience with marketing, communication, media studies or other similar backgrounds or equivalent proven work experience.
- Have a strong working knowledge of graphic design/marketing tools, current platforms include: Flocknote (email & text automation), Canva, WordPress/Squarespace, Google Admin, Google Workspace, Google Drive, GoDaddy, YouTube, StreamSpot, Meta Business (Facebook & Instagram ads & posts).
- Ability to work evenings, weekends, and flexible hours as needed.
- Experience in youth ministry, catechesis, or parish evangelization preferred.
- Ability to lead prayer, facilitate group discussions, and engage with people of all ages.

Education Requirements:

- Bachelor's Degree in Theology or equivalent studies.

Work Environment:

This position involves both office-based and off-site ministry, including occasional lifting of supplies and event setup.

Benefits & Culture:

- Salary Range: Negotiable.
- High value, low employee cost PPO Insurance Plan.
- 401(k) retirement plan.
- Unbeatable time off including; 18+ paid Holiday and Holy Days, 2 weeks' vacation time (starting), Fridays off throughout the summer, sick days which carry over annually.
- Regular opportunities for networking and professional development.

Please submit your cover letter and resume to business@sthenrycluster.com