

**Associate Director of Communications  
St. Rose Family of Parishes  
Springfield, Ohio**

The St. Rose Family of Parishes (St. Bernard, St. Joseph, St. Raphael, and St. Teresa in Springfield, Ohio; St. Charles in South Charleston, Ohio) is looking for a passionate Catholic communications professional to serve as the new Associate Director of Communications. This position will work closely with the pastor, leadership team, parish staff, and volunteers to create and implement a holistic communication plan for digital and print communications that further the vision and mission of our Family of Parishes.

**To apply:** Send a resume, cover letter, and completed application (found [here](#)) to Chelsea Martinez at [chelsea@strosefamily.org](mailto:chelsea@strosefamily.org).

**I. IDENTIFYING INFORMATION**

- Position Title: Associate Director of Communications
- Status: Part-time or Full-time
- Reports to: Pastor

**II. DUTIES AND RESPONSIBILITIES**

- Work with the Pastor and Leadership Team to build communications plans for the Parish Family, giving input on what to communicate, what new or existing channels to prioritize, bring new ideas and constructive criticism to the table, and implement the agreed upon plans.
  - Organize and integrate the diverse communication efforts of all parishes as they become one parish family.
  - Gather, organize, and coordinate in a timely manner with the Family of Parishes staff, volunteers, and ministries to engage various church groups and publicize events.
  - Ensure an accurate, creative, and consistent tone, look, and delivery across all media.
  - Build a solid public relations presence through use of media, including the coordination of public relations with organizations outside of the Parish Family.
- Create and publish digital communications, including but not limited to:
  - Parish websites: Update and oversee the parish websites, create compelling up-to-date content, maintain its photo gallery, upload media, create online forms, and ensure the integrity of links.
    - Proactively work to maintain an effective presence on the web, including accurate up-to-date content on search engines and other associated websites ([masstimes.org](http://masstimes.org), etc)

- Email and texting newsletters: Create, maintain, and communicate through various direct means, including email, text, and others
- Social media: Regularly manage and maintain consistent and engaging social media presence, including Instagram, Facebook, and YouTube.
- Video: While not existing at present, there is the possibility of expanding into producing video content that promotes internal parish engagement as well as engagement from the wider community.
- Design for print communications, including but not limited to:
  - Bulletin: a single weekly print bulletin serves all five parishes
  - Flyers, posters
  - Other media, including yard signs, business cards, etc.
- Additional duties as assigned by your supervisor.

### **III. JOB QUALIFICATIONS**

- Fervent Roman Catholic devoted to a life of prayer with a solid grasp and love of Catholic teaching.
- On fire to serve the Church's mission of evangelization.
- Strong initiative, with the ability to manage multiple projects and details without supervision.
- Strong written and verbal skills with attention to detail.
- Excellent organizational skills
- Ability to communicate effectively and respectfully with a wide range of people of different ages, backgrounds, and cultures.
- Strong graphic design and creative skills.
- Drive to explore and apply new/improved ways of marketing and communications.

### **IV. EDUCATION AND SKILLS**

- Bachelor's degree or equivalent focused industry experience in visual/media communications.
- Ability to identify and quickly become proficient with tools that best connect us with our parish communities, as well as legacy tools. These include:
  - Photo / video equipment
  - Video editing software
  - Canva
  - Adobe suite
  - Google Workspace Apps
  - Microsoft Office 365
  - Email marketing tools (e.g. Mailchimp, Flocknote, and similar)
  - Document publishing software
  - Social media

## **V. HOURS AND COMPENSATION**

- Part-time or Full-time
- Competitive pay, commensurate with experience.
- Excellent benefits including employer funded 401K and health insurance (only applies to full-time).
- Hours are flexible based on the needs of the Family of Parishes. This will include weekends and/or evenings for parish events. Work on weekends or evenings will assist with the marketing of specific events or to take photos or video.

## **VI. WORKING ENVIRONMENT**

- While maintaining an office at a single location and working in-person, the associate director will visit and communicate with all Parishes within the Family to develop and maintain communications and marketing tools.

Employees of the St. Rose Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the St. Rose Family of Parishes. 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.