

Full-time Communication Coordinator

Holy Spirit Family of Parishes seeks to hire a full-time Communication. This role is responsible for developing and implementing effective communication strategies that enhance engagement, promote parish activities, and foster community connection. The ideal candidate will be passionate about the Church's mission and skilled across various communication media. Individual reports directly reports to the Business Manager and assists in communication of company policy with both internal parishioners and external vendors. Holy Spirit Family of Parishes does offer a comprehensive benefits package for full time employees including health Insurance, 401K and more.



Holy Spirit Family of Parishes

(St Augustine St Benedict Our Lady of Grace (Corpus & Mercy) Queen of Martyrs)
519 LISCUM DR., DAYTON, OHIO 45417-2218

JOB DESCRIPTION

Job Title: Parish Communication Coordinator

Location: Holy Spirit Family of Parishes (St. Benedict Location)

Position Type: Full-Time

Compensation: Negotiable

Reports to: Evangelization

Job Summary:

The Parish Communication Coordinator will serve as the primary point of contact for communications within the Holy Spirit Family of Parishes. This role is responsible for developing and implementing effective communication strategies that enhance engagement, promote parish activities, and foster community connection. The ideal candidate will be passionate about the Church's mission and skilled across various communication media.

Key Responsibilities:

1. **Content Creation:-** Develop and manage content for the parish website, newsletters, social media platforms, and other communication materials. - Write and edit articles, announcements, and promotional content that reflect the values and mission of the parish.

2. **Community Engagement:** - Foster relationships with parishioners, community members, and external organizations to enhance participation in parish events and activities. - Organize and promote events and initiatives that encourage community participation and service.
3. **Digital Communication:** - Maintain and update the parish website and ensure it is user-friendly and regularly reflects current events and resources. - Manage social media platforms, creating engaging content and responding to inquiries promptly. Work on the weekly bulletin and publish Newsletters
4. **Public Relations:** - Serve as the liaison between the parish and the broader community, including local media outlets. - Prepare press releases and work to establish positive media relations.
5. **Strategic Planning:** - Collaborate with parish leadership to develop a comprehensive communications strategy aligned with the goals and mission of the parish. - Analyze communication efforts and provide recommendations for improvement.
6. **Team Collaboration:** - Work closely with ministry leaders, volunteers, and committees to ensure consistent messaging and effective outreach. - Coordinate with other parishes within the Holy Spirit Family for joint communication efforts.

Qualifications:

A bachelor's degree in Communications, Public Relations, Marketing, or a related field is preferred, or an equivalent combination of education and experience.

- Experience in a communication role, preferably within a faith-based or non-profit organization.
- Strong written and verbal communication skills.
- Proficiency in digital communication tools and social media platforms.
- Ability to work both independently and collaboratively within a team.
- A passion for the mission of the Church and understanding of its teachings and values.

Skills:

- Excellent organizational and time management skills.
- Creative thinking and problem-solving abilities.
- Familiarity with graphic design software and content management systems is a plus.

Application Process:

Interested candidates should submit their resume, a cover letter, and samples of previous communication work to search@holyspiritdayton.org, jkwofie@stbenedictdayton.org.

Applications will be accepted until **April 30, 2026**. Join us in sharing the message and building the community of the Holy Spirit Family of Parishes!