



## **Coordinator of Marketing and Communications**

**Eastside Catholics**

**Cincinnati, Ohio**

**Full-Time**

The Coordinator of Marketing and Communications is creative and mission-driven in supporting the clear, consistent, and compelling communication of the parish family's life and mission. Grounded in a commitment to the mission of the Catholic Church and enthusiasm for serving in a parish-centered, faith-based environment, this role reports to the Director of Stewardship and Engagement and supports a comprehensive communications effort serving parishioners, school families, visitors, donors, volunteers, and the broader community.

Through strong visual execution, clear written communication, and attention to detail, the coordinator helps ensure that Eastside Catholics communicates with excellence, consistency, and care. This role focuses on executing communications based on established priorities, messaging, and workflows, in collaboration with staff responsible for program content and strategy.

This position is ideal for an early-career or second-level communications professional who brings strong creative skills and the ability to manage multiple projects in a collaborative, mission-driven environment.

### **Primary Responsibilities**

Execute communications and marketing projects aligned with the mission, vision, and priorities of Eastside Catholics, under the direction of the Director of Stewardship and Engagement.

Create graphic design materials for digital and print use, including event promotions, invitations, brochures, signage, social media graphics, ministry materials, stewardship pieces, and parish publications.

Capture photography and basic video content that reflects the life of the parish family, including liturgies, events, ministries, school-related activities, and community gatherings.

Edit and prepare photo and basic video content for use across social media, email, website, presentations, and print publications.

Create and manage content for the parish website, email communications, social media platforms, weekly announcements, and digital signage.

Support the planning, design, and production of the weekly parish bulletin and other core communication channels, ensuring clarity, consistency, and timely delivery.

Create content that highlights worship, stewardship, discipleship, outreach, hospitality, sacramental life, volunteer engagement, and major parish events.

Execute communications aligned with the liturgical calendar and parish priorities, supporting spiritual formation and engagement.

Assist with stewardship and campaign communications through content creation, design support, and donor storytelling.

Draft, edit, and proofread written communications, ensuring clarity, accuracy, professionalism, and a tone appropriate to each audience.

Collect, organize, and prepare content provided by staff and ministry leaders for communication across platforms.

Coordinate the design and production of seasonal materials, event collateral, ministry promotions, and parish-wide communications.

Maintain a communications calendar and execute projects according to established timelines and priorities.

Help implement and follow communication request processes and workflows to ensure clarity, prioritization, and timely delivery of projects.

Track basic engagement metrics across communications channels and share insights to inform future content.

Provide communications support for parish events, including promotion, signage, photography, and follow-up storytelling, while event ownership and logistics remain with the appropriate ministry or operations team.

Assist with internal communications to support clarity and alignment among staff and ministry leaders.

Prioritize and execute communications projects based on established workflows and direction from the Director of Stewardship and Engagement.

Other duties as assigned.

### **Qualifications**

Commitment to the mission of the Catholic Church and enthusiasm for serving in a parish-centered, faith-based environment.

Bachelor's degree in communications, marketing, graphic design, public relations, journalism, media production, or a related field preferred.

2–4 years preferred in communications, marketing, graphic design, media production, or related work.

Demonstrated experience in graphic design, photography, and videography for both digital and print communications.

Strong design skills and experience creating polished visual materials across multiple platforms.

Strong writing, editing, and proofreading skills, with the ability to adapt tone for different audiences and purposes.

Proficiency with Adobe Creative Suite and Canva, especially tools related to graphic design, photo editing, and basic video editing.

Experience with social media platforms, website content management systems, and email marketing tools.

Strong organizational and project management skills, with the ability to manage multiple deadlines and priorities with attention to detail.

Collaborative and service-oriented approach, with the ability to work effectively with parish staff, clergy, volunteers, vendors, and ministry leaders.

Professionalism, discretion, creativity, and sound judgment in representing the parish family visually and in writing.

Ability to work occasional evenings and weekends in support of events, liturgical seasons, and special parish initiatives.

### **Additional Details**

Employment status: Full-time, non-exempt.

Reports to: Director of Stewardship and Engagement.

Compensation: Starting at \$20/hour, commensurate with experience.

Work environment: M-F, 9 a.m. – 5 p.m., in-office, with some evening and weekend responsibilities.

Application materials: Resume, cover letter, and portfolio or samples demonstrating graphic design, photography, videography, and communications work. Send to [smcmanus@eastsideregion.org](mailto:smcmanus@eastsideregion.org).

### **Acknowledgment of Catholic Mission**

Employees of the Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based organization, and adherence to the teachings and policies of the Church. The employee will not publicly oppose the teachings of the Catholic faith and will serve as a faithful witness to the mission of the Church in all aspects of ministry.