

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**POSITION TITLE:** Director of Internal Communications

**EFFECTIVE DATE:** 05/2026

**DEPARTMENT:** Communications

**POSITION SUMMARY:**

The Director of Internal Communications is responsible for developing, executing and improving internal communications efforts to: (1) build awareness, understanding, and buy-in to archdiocesan priorities and strategies; (2) help foster employee engagement in the overall mission of the Catholic Church and the Archdiocese of Cincinnati and employee understanding of their work as part of that mission; and (3) improve communication and stronger connection among priests, religious, and staff members across the archdiocese.

The Director of Internal Communications reports to the Director of Communications & Media Relations and collaborates closely and congenially with the entire staff of the Department of Communications and other archdiocesan offices. The Director must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

**CREDENTIALS & EXPERIENCE:**

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing it with others.
2. An undergraduate degree (any major) with 10+ years of professional work experience in a communications field, 5+ years of that experience in internal/corporate communications, including change management. Experience in communications within the Catholic Church preferred but not required.
3. Strong strategist and leader of both thinking and people. Creative and collaborative problem-solver who is not stymied by barriers. Proactively seeks out and incorporates industry best practices when developing plans. Skilled at building buy-in. Able to translate strategy into execution, with strong attention to detail. Ability to utilize extended resources (e.g. digital agency) effectively and efficiently.
4. Excellent verbal and written communication skills. Clear, concise, and credible.
5. Skilled at WordPress or willing to learn. A good working understanding of digital communication platforms and cross-platform optimization.
6. Self-starter. Well-organized. Demonstrated ability to meet deadlines without daily oversight. Pleasant and reliable. Builds productive, mutually-respectful relationships and engenders trust.
7. Understands contracts, libel implications and intellectual property requirements.

**DUTIES & RESPONSIBILITIES:**

- 1.\* Provide improved solutions for flow of information from the communication office to "internal" entities inclusive of the Pastoral Center, parishes, and schools of the archdiocese as well as for flow of information to specific audiences such as the presbyterate and parish communicators. Provide consultation to offices of the Pastoral Center on appropriate communication approaches from the Pastoral Center to entities they serve in the archdiocese.
- 2.\* Oversee specific initiatives already identified in the area of internal communications. These include the evolution of the monthly "Clergy Communications" into an approach that is more

