

**OUR LADY OF DIVINE PROVIDENCE FAMILY OF PARISHES
JOB DESCRIPTION – COMMUNICATIONS EXECUTIVE ASSISTANT**

I. IDENTIFYING INFORMATION

Position Title: COMMUNICATIONS EXECUTIVE ASSISTANT
Status: Full time, non-exempt
Reports to: Director of Communications

II. PRIMARY FUNCTION OF THIS POSITION

Provide support to the Director of Communications.

III. POSITION RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO):

1. Creating and sharing visual and written messages, including social media content, email blasts, news/posts, recorded video messages, and other communication and/or advertising content.
2. Reflect, articulate, and promote the mission, vision, and identity of the Our Lady of Divine Providence Family of Parishes (OLODP).
3. Work with various departments such as Administration and Evangelization to ensure good internal and external communication.
4. Create promotional materials to share with the leaders of different Family of Parishes ministries, including posters/flyers, handouts, etc.
5. Promote and implement the branding strategy of OLODP and ensure that all materials emanating from OLODP follow the brand guidelines for consistent communication.
6. Assist with updating and maintaining websites in the Family of Parishes.
7. Assist with Family bulletin organization and communications.
8. Post to Family social media outlets.
9. Assist the Director of Communications with additional duties as requested.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- Must have excellent interpersonal communication skills
- Must have good organizational skills
- Must be able to present oneself in a professional manner
- Must have the ability to prioritize and be flexible
- Must have ability to maintain confidentiality in all matters
- Must have ability to relate to a variety of persons

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Must have knowledge of design software, preferably Canva.
- Must be familiar with Microsoft Word, Excel, and Outlook.
- Must have experience with various website editing platforms (e.g., Wordpress, Wix, Squarespace), or a demonstrated ability to learn new platforms quickly.
- Must have knowledge of popular social media platforms, such as Facebook & Instagram.
- Knowledge of videography & video editing preferred.

VI. WORKING ENVIRONMENT

The Communications Executive Assistant works the normal work week.

Employees of Our Lady of Divine Providence 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 Our Lady of Divine Providence Family of Parishes and of the Archdiocese of Cincinnati. 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.

VII. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date