

# **Director of Communications**

## **Catholic Communities of NW-2**

### **Identifying Information:**

Title: Director of Communications  
Status: Full time, exempt, 12 months  
Reports to: The Pastor

### **PRIMARY FUNCTION OF THIS POSITION**

The primary responsibility of the Director of Communications is to maintain, create and implement a cohesive internal as well as external communication plan for a Family of Parishes. The Director of Communications will plan, organize, manage, and oversee the successful completion of all communication aspects of the NW 2 Family of Parishes and provide support to Immaculate Conception and Holy Rosary Catholic Schools. This includes but is not limited to: the church bulletin, newsletter, website, social media sites, press releases, flyers, direct mail, letters, and any other communication from the NW 2 Family of Parishes. The Director of Communications is responsible for developing a vision relative to internal and external branding, parishioner and school family engagement and for identifying, assessing and defining targeted audiences and developing communication tools to reach them.

### **ESSENTIAL JOB FUNCTIONS:**

- Produce the Weekly Church Bulletin
- Produce the Weekly electronic newsletter
- Maintain Parish Website
- Support School Websites
- Support School collateral materials: Assist in the design, creation and publication of all school material relative to enrollment and registration
- Other duties as assigned by the Pastor

### **QUALIFICATIONS:**

- Practicing Catholic
- 3-5 years' experience delivering consistent branding across various channels, internal and external
- 3-5 years collaborating with diverse groups to manage competing priorities and messages
- Degree or certification in marketing, communication, media studies, or other similar educational backgrounds
- Experience in planning, prioritizing, organizing, and managing multiple projects simultaneously through project management process
- Knowledge of Social media management
- Must be self-starter
- Must possess a desire for a deeper understanding of communication skill by sharpening personal skills and knowledge through workshops, and in-person training seminars

**Candidate must have a working knowledge of the following:**

1. Microsoft Office Suite
2. Google Business Suite
3. WordPress and/or Joomla CMS
4. Meta Business Suite (Facebook)
5. Adobe Creative Suite
6. Canva Creative Design

Ability to work with a camera and other parish databases a plus.

**Other Requirements:**

The Director of Communications must possess an understanding of parish life and parish operations and possess the ability to foster an environment of collaboration and trust among different ministries and parishes.

The Director of Communications acts as project manager when working with Web and Graphic Designers.

The Director of Communications manages a budget for outside printing costs, software subscriptions, professional web and graphic design services.

**WORKING ENVIRONMENT**

Regular business hours Monday –through Friday. Must be in the office as scheduled with opportunity to work remotely. May have to attend evening meetings or weekend events. Must routinely attend Sunday Masses and evening programs to get a working knowledge of the people served by the parishes.

**PHYSICAL REQUIREMENTS**

Must be able to stand for long periods of time, climb stairs, carry light equipment and drive to multiple locations in the course of a week.

**VII. ACKNOWLEDGEMENT**

Employees of NW-2 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 NW-2 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.

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

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**