

## **COMMUNICATIONS ASSOCIATE**

### **ST. JOSEPH, PILLAR OF FAMILIES**

(Holy Angels, Sidney; Sacred Heart of Jesus, McCartyville;  
St. Michael, Fort Loramie; and Sts. Peter & Paul, Newport)

**Position Title:** Communications Associate  
**Status:** Part-time, Non-Exempt  
**Reports to:** Director of Administration/Communications Manager

#### **PRIMARY FUNCTION**

The Communications Associate will serve and support the St. Joseph, Pillar of Families ("Family") in its mission of communicating and facilitating a parish culture which creates intentional disciples of Jesus Christ. The primary responsibility is to work with the Communications Manager to create and implement a cohesive internal as well as external communications plan for the Family.

#### **MAJOR POSITION RESPONSIBILITIES**

- Work with the Communications Manager on the weekly Family church bulletin(s) process
- Work with the Communications Manager to maintain and update Family website(s)
- Work with the Communications Manager to maintain and update all social media platforms for the Family
- Attend Family Staff Meetings and/or other meetings as requested
- Attend church events to obtain photos as requested
- Maintain confidentiality in all Family matters
- Other duties as may be assigned upon discussion with the Director of Administration/Communications Director

#### **QUALIFICATIONS**

- Experience in planning, prioritizing, organizing and managing multiple projects simultaneously
- Ability to set timelines and schedules
- Working knowledge of Microsoft Office Suite; Google Business Suite; Adobe; Canva

#### **EDUCATION, TRAINING AND/OR EXPERIENCE**

Two (2) years communications work experience required; parish office experience is preferred.

#### **WORKING ENVIRONMENT**

This position may require some evening/weekend work hours.

Employees of St. Joseph Pillar of Families will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Joseph Pillar of Families. 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.