

## **Director of Communications Job Description**

**For the**

**Eastside Family of Parishes of S-09 which include:**

**St. Cecilia Catholic Church      and  
3105 Madison Rd.  
Cincinnati, OH 45209**

**St. Mary Catholic Church  
2853 Erie Ave.  
Cincinnati, OH 45208**

**Title:** Director of Communications  
**Classification:** Full time, Exempt, 12 months  
**Reports to:** Director of Pastoral Affairs

### **PRIMARY FUNCTION**

The Eastside Family of Parishes, which includes St. Cecilia Oakley and St. Mary Parish Hyde Park is looking to hire a Communications Director for the Family of Parishes to promote a parish culture of worship, truth, and beauty. The primary responsibility of the position is to maintain, create and implement a cohesive internal as well as external communications plan for the Family of Parishes. The Director of Communications will plan, organize, manage, and oversee the successful completion of all communication aspects of the S-9 Family of Parishes and provide support to St. Cecilia and St. Mary Catholic Schools. The Director of Communications is responsible for implementing the Pastor's vision for internal and external branding, assessing and building Family engagement, and developing an integrated communication strategy with a focus on the Family target audience.

### **ESSENTIAL JOB FUNCTIONS**

1. Create and manage communication guidelines, including a style guide, for the parishes and schools.
2. Manage the weekly church bulletins process.
3. Produce the weekly electronic newsletters.
4. Maintain and update Parish and School websites.
5. Manage social media platforms for parishes and schools.
6. Manage google business profiles for parishes and schools.
7. Oversee the scheduling process for the parish and school calendars.
8. Design, create and publish parish and school materials relative to marketing and program development for parish ministries.
9. Maintain consistent messaging and branding across multiple media forms.
10. Attend pastoral staff meetings, and parish and school committee meetings as necessary. Attend Archdiocesan meetings as necessary.
11. Serve as a part of the Pastoral Leadership Team in discussing strategic plan for the Family.
12. Act in the role as liaison between the Family and external marketing media.
13. Maintain confidentiality in parish and school matters.
14. Other duties as assigned.

### **QUALIFICATIONS**

- Practicing Catholic.
- Experience delivering communication across various channels, internal and external.
- Experience collaborating with diverse groups to manage competing priorities and messages.
- Degree or certification in marketing, communication, media studies, or other similar education backgrounds or equivalent proven work experience.
- Experience in planning, prioritizing, organizing, and managing multiple projects simultaneously through project management process.
- Ability to shift between working collaboratively as part of a team and functioning independently in a self-directed timeline and production schedule.
- Experience with social media management.

- Working knowledge of the following: Microsoft Office Suite, Google Business Suite, Meta Business Suite, Canva Creative Design, Adobe Creative Cloud or other design tool. Experience with Flocknote or similar communication platform desired. Ability to work with a camera and other parish databases a plus.

**OTHER REQUIREMENTS**

The Director of Communications must possess an understanding of parish, school life, and operations, and possess the ability to foster an environment of collaboration and trust among different ministries and parishes. The Director of Communications will manage 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. May have to attend evening meetings or weekend events.

Must be able to drive to multiple locations in the course of a week.

Employees of the Eastside 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 the Eastside 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.

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**