

# **Director of Communication Responsibilities St. Isidore the Farmer Family of Parishes**

## **I. IDENTIFYING INFORMATION**

Position Title: Director of Communication

Status: Full time, Exempt, 12 month

Reports to: Pastoral Associate

## **II. 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 St. Isidore the Farmer 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, flyers, direct email, letters, and any other communication from the St. Isidore the Farmer 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.

## **III. POSITION CONTENT**

### **A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Responsible for Weekly Church Bulletin
2. Produce the Weekly electronic newsletter
3. Maintain Parish Website
4. Support School collateral materials: Assist in the design, creation and publication of all school material relative to enrollment and registration
5. Other duties as assigned by the Pastoral Associate or the Pastor
6. Leadership Skills: Lead and present in meetings
7. Member of the Family Leadership Team (FLT)

## **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

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

1. Must be a Practicing Catholic
2. Must have facilitating and consulting skills
3. Must have good leadership skills
4. Must have good oral and written communication skills
5. Must have an active faith life with a personal relationship with Jesus

6. Must have ability to work with others in a collaborative style
7. Must have ability to develop and administer a budget
8. Must have an understanding of collaborative management skills
9. Must be flexible and adaptable due to the generalist nature of this position
10. Must be self-starter
11. Must possess a desire for a deeper understanding of communication skill by sharpening personal skills and knowledge through workshops, and in-person training seminars which includes some travel

**B. EDUCATION, TRAINING AND/OR EXPERIENCE**

1. Leadership experience
2. 3-5 years' experience delivering consistent branding across various channels, internal and external
3. 3-5 years collaborating with diverse groups to manage competing priorities and messages
4. Degree or certification in marketing, communication, media studies, or other similar educational backgrounds
5. Experience in planning, prioritizing, organizing, and managing multiple projects simultaneously through project management process
6. Knowledge of Social media management
7. Must be self-starter
8. Must possess a desire for a deeper understanding of communication skill by sharpening personal skills and knowledge through workshops, and in-person training seminars which includes some travel
9. Content creation and event promotion
10. Graphic Design

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

1. Microsoft Office Suite
2. Google Business Suite
3. Meta Business Suite (Facebook)
4. Adobe Creative Suite
5. Adobe Read / Write
6. Canva Creative Design
7. Catholic Social Media
8. Stream Spot
9. Flock note
10. Online Meeting platforms

## **V. 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 such as but not limited to LPI and Messenger Press.

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

## **VI. 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. Attend FLT meetings twice monthly and Staff Meetings monthly.

Employees of St. Isidore the Farmer 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 St. Isidore the Farmer 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.

### **Verification Statement**

I verify that I have read and understand the job duties outlined above.

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

\_\_\_\_\_  
Date