

Director of Communications Job Description

For the

St. Paul the Apostle Family of Parishes which include:

**All Saints
8939 Montgomery Road
Cincinnati, OH 45236**

and

**St. Vincent Ferrer
7754 Montgomery Road
Cincinnati, OH 45236**

Title: Director of Communications
Classification: Full time, Exempt, 12 months
Reports to: Pastor, Director of Operations, Business Manager

PRIMARY FUNCTION

The Director of Communications serves and supports the Beacons of Light Family of Parishes initiative in its mission of communicating and facilitating a parish culture which creates intentional disciples of Jesus Christ. 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 St Paul the Apostle Family of Parishes and provide support to All Saints and St. Vincent Ferrer Catholic Schools. 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 engaging and discipleship oriented communication tools to reach them.

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. Design, create and publish parish and school materials relative to marketing and program development for parish ministries.
8. Maintain consistent messaging and branding across multiple media forms.
9. Attend pastoral staff meetings, and parish and school committee meetings as necessary. Attend Archdiocesan meetings as necessary.
10. Maintain confidentiality in parish and school matters.
11. Other duties as assigned.

QUALIFICATIONS

- Practicing Catholic.
- 3-5 years of experience delivering consistent branding across various channels, internal and external.
- 3-5 years of 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. Ability to work with a camera and other parish databases a plus.

OTHER REQUIREMENTS

The Director of Communications must possess an understanding of parish and 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 with opportunity to work remotely. 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 St. Paul the Apostle 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 parish family. 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.

Employee Signature

Date

Supervisor Signature

Date