

## **JOB DESCRIPTION – COMMUNICATIONS COORDINATOR**

### Stella Maris Family of Parishes

St. Thomas More   St. Mary   St. Peter   St. Bernadette

**Title:** Communications Coordinator

**Classification:** Full time, Exempt, 12 months

**Reports to:** Director of Evangelization

### **POSITION SUMMARY**

The Stella Maris Family of Parishes, which includes St. Thomas More, St. Mary, St. Peter and St. Bernadette is looking to hire a Communications Coordinator for the Family 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 and external communications plan for the Family of Parishes. The Communications Coordinator will help plan, organize, manage, and oversee the successful completion of all communication aspects for the Family and provide support to St. Bernadette and St. Thomas More Catholic Schools. The Communications Coordinator is also responsible for helping implement 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's target audience.

### **JOB RESPONSIBILITIES**

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.

### **QUALIFICATIONS**

- A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. A passion for the Catholic faith and sharing it with others.
- An understanding of parish and school life and operations, and the ability to foster an environment of collaboration and trust among different ministries and parishes.

- Experience delivering communication across various channels, internal and external.
- Working knowledge of the following: Microsoft Office Suite, Google, Canva Creative Design, Adobe Creative Cloud or other design tools. The ability to work with a camera is a plus.

## **WORKING ENVIRONMENT**

Regular business hours Monday through Friday, at St. Bernadette campus (Amelia). 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 Stella Maris 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 Stella Maris 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.*

**Please send all inquiries/resumes to: [hr@stellamarisfamily.org](mailto:hr@stellamarisfamily.org)**



**Stella Maris**