

Catholic Church of St. Ann
Director of Communications Job Description/Specifications
Status: Full time

The Communications Director oversees the Communications Department in reaching St. Ann's parishioners, ministries, clergy, staff as well as the greater community through electronic and print media. This position reports to the Parish Administrator.

Responsibilities

- Oversee all communication channels: parish website, social media, printed materials, electronic newsletters, and other communication channels,
- Collaborate effectively with the clergy, staff, ministry and program leaders and parishioners to ensure clear and consistent messaging across all channels
- Direct the creation of content, including bulletin and website copy, social media, press releases, electronic newsletters, and other channels
- Evaluate and recommend enhancements to communication technologies/channels to ensure optimal efficiency and effectiveness
- Support the planning and execution of parish-wide events and programs

Required skills and qualifications

- Active Catholic
- Three to five years' business office experience, advertising, public relations
- Proven management experience, team collaboration
- Strong interpersonal and organizational skills
- Strong process management skills
- Excellent writing and proofing skills
- Strong computer skills (Microsoft Office and Adobe Suite)
- Strong oral communication skills
- Social media experience
- Capable of independently managing projects simultaneously with minimal supervision
- Capable of producing, directing, and editing content for print, electronic, social media and video distribution
- Detail-oriented and consistent
- Creativity, discretion, flexibility
- Ability to synthesize content and input from multiple sources and formats
- Video/photography experience a plus
- Honor all requirements of the archdiocese's safe environment programs; position must cooperate and report if needed to parents and/or civil authorities any infractions that jeopardize a safe environment for youths, (in all situations the parish administrator is to be notified immediately).
- Ensure sensitive issues for youth and all parishioners are handled with tact, respect, diplomacy and confidentiality
- Ensure email and voice messages are responded to promptly
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance

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