



JOB DESCRIPTION

St. Gregory the Great Family of Parishes (SGG)

Position Title	Director of Communications
Location	St. Gregory the Great Family of Parishes
Reports to	Pastor
Status	Full-Time, Exempt

POSITION SUMMARY

The Director of Communications provides an overall vision for the communications of the St. Gregory the Great Family (parishes and schools) that reflects our mission and values. This position serves as the primary contact for all internal/external communications and will report directly to the Pastor.

The St. Gregory the Great family includes three churches and two schools: Guardian Angels parish and school, Immaculate Heart of Mary parish and school & St. John Fisher parish.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Create and implement a strategic plan, with input from the Pastor, Pastoral Staff and School Administrations, for all of the communication avenues of the family of parishes and schools, including brand identity, focusing on advancing the purpose, vision, and values of the St. Gregory the Great family.
2. Draft and manage creative content as needed for: websites, Sunday bulletin, family magazine (published twice a year), digital marquees & poster stands, newspaper ads, direct mailings, press releases, brochures/handouts, social media (Facebook, Instagram), external communications (Constant Contact, Google presence, Microsoft Forms, Signup Genius, Flocknote), and other communications as needed, ensuring they reflect the SGG mission and the teachings of the Catholic Church.
3. Act as the point person between the Archdiocese of Cincinnati and the SGG family regarding the Beacons of Light initiative.
4. Work cooperatively with the pastor, parish/school administration & staff, ministries, and councils in establishing communications to support their department, ministry or council and provide leadership/guidance to implement their plans.
5. Develop and maintain an Identity System (branding) that includes guidelines on use of logo, color, graphics and photos for the family of parishes and the schools, and ensure the identity is consistent and well-represented throughout parish and school communications.
6. Research and utilize new media that support the SGG mission and values.
7. Develop crisis communication strategies and manage crises when they arise; serve as the media liaison.
8. Coordinate and execute advertising and marketing for special events/activities in the SGG family and function as the main media contact to promote them.
9. Oversee the production of communications created by volunteers or paid contractors.

POSITION SPECIFICATIONS/REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, or physical demands required.

1. Bachelor's degree in communications, graphic design, marketing or related field.
2. Practicing Catholic in full communion with the Church and familiar with Church teaching.
3. Excellent verbal, written, proofreading, and interpersonal communication skills.
4. Must maintain confidentiality with sensitive matters.
5. Proficient in:
 - a. Adobe Acrobat & Adobe Creative Suite (InDesign, Illustrator, PhotoShop)
 - b. Social media posting, as well as Google presence (ads, calendars, posts)
 - c. Microsoft Office applications (Outlook, Word, PowerPoint, Excel)
 - d. Canva
6. Capable of working collaboratively with other staff and volunteers.

ADDITIONAL REQUIREMENTS

1. Must pass a background, criminal, and reference check.
2. All employees must be SafeParish trained and be current on their quarterly bulletins in order to remain in compliance with the requirements of the Decree on Child Protection.
3. Must be able to pass a drug test.

WORKING ENVIRONMENT

1. This position will require some evening and weekend work.
2. Employees of the St. Gregory the Great 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 Catholic Church.
3. 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.

If interested in applying, please submit a cover letter and resume to Jenifer at jenifert@sjfchurch.org.