

Job Title:	Director of Communications
Office/Agency:	St. Alban Roe Catholic Church & School-Wildwood, MO
Salary Level:	Full-Time, Non-Exempt
Position Reports To:	Pastor

Position Summary

The Director of Communications will design and produce digital and print media, coordinate social media engagements, and perform other related tasks as directed, while exercising creative expression and utilizing a vast array of media. This staff member will report directly to the Pastor and works closely with other staff members. This staff member will also use discretion in representing the Catholic Church.

Duties & Responsibilities

- Create print and digital media campaigns for diverse audiences, events, and publications.
- Organize and submit weekly bulletin.
- Maintain and design website content as well as assist in the process of a parish website refresh.
- Collect and organize stories, photographs, and videos from other ministries and parish supported functions to be used in social media and on parish website.
- Understands and promotes St. Alban Roe Parish (Church, School, and ministries).
- Work with the School Principal and Administrative Assistant to aid in the creation of weekly newsletter and other marketing campaigns.
- Work with the Coordinator of Evangelization and Discipleship in creating marketing campaigns to support their role and events.
- Perform other duties as assigned by the Pastor.

Skills and Character Requirements

- Experience with Facebook, YouTube, Twitter, Instagram, and other Social Media platforms such as Flock Note
- Professional web and graphic design capabilities.
- Ability to work collaboratively in a team environment.
- Time management skills; capable of responding to short timelines.
- Strong Microsoft Office skills (i.e. Excel, Word, PowerPoint, Access).
- Strong ethical standards required.
- Excellent communication skills, both written and oral.
- Self-starter with strong project management skills and the ability to prioritize and balance several projects at one time.
- Strong process improvement skills.
- Active and practicing member of the Catholic faith.

Relationship Requirements

- Ability to work well with, parish staff, and volunteers.
- Able to collaborate with the leadership of the St. Alban Roe community in advancing the parish mission.

- Meet regularly with Pastor to identify goals and progress.

Education, Training, and/or Experience

- Undergraduate degree in Communications, Graphic Design, Marketing, Digital Media, or related field is preferred.
- Minimum of one year of experience is preferred.
- Experience with photography and videography, Adobe Suite, Canva or similar applications preferred.