

Our Lady of Mt. Carmel Parish
Ridgewood, NJ

Job Description

Position: Director of Communications

Reports to: Pastor

General Description: Responsible for developing and implementing a communications strategy that informs parishioners and the public of the Parish's vision, mission and opportunities. Innovate new ways to promote discipleship through all communications mediums. The position also includes some general assistance in our parish office.

Specific Duties/Responsibilities: The following specific responsibilities are representative of the duties required in this position. They may be unilaterally but reasonably changed based on the working environment and church needs.

- Create, circulate, manage and execute an annual communications calendar by month outlining the objective, tactics, audience, medium & budget when applicable.
 - Proactively plan with staff, ministries and parish groups for calendar consideration and promote consistent, meaningful and high-quality content. Assist these partners as needed, with content creation to promote visibility and engagement.
 - Manage and maintain Parish online calendar.
- Channels:
 - Create a steady flow of communication from the Parish (i.e. creative initiatives like Homily Highlights, Saint of the Day, Prayer for the Week, Feast Day & Holiday greetings, Faith Formation Friday Feature, etc.)
 - Design the parish weekly **bulletin** and upload it to the website.
 - Establish and reinforce a process and timeline for submissions for all channels of communication.
 - **Website**-manage the parish website.
 - **Social Media**-utilize Instagram, Facebook, YouTube, for an active, timely presence.

- Channels: (continued)
 - **What's Happening**-utilize this vehicle to communicate parish events etc....
 - **Email**-maintain & manage email distribution list(s) for general and targeted communication (Flocknotes)
 - **Print Materials**-create, edit or review all print materials.
 - **Volunteers**-Build and coordinate a team of volunteers to assist with photography and other content as needed.
 - **News Media**-develop press releases/advertisements etc....to promote Parish.
- Skills:
 - Strong alignment with the teaching and traditions of the Catholic Church and a sound working knowledge of the Catholic faith.
 - Adept with designing, editing and managing content for use on common social media platforms, parish website and print material.
 - Team-building-ability to partner with parishioners, staff, ministry and volunteer groups to generate effective communication vehicles.
 - Effective time-management and project skills coupled with ability to multitask.
 - Proactively engages colleagues and is adept at conflict resolution and problem-solving.
 - Skilled at process documentation and shares best practices.
 - Open to ongoing training and professional development in the field of Communications.

SALARY: \$45,000 - \$55,000

BENEFITS: A) Health Insurance (Medical/Prescription/Vision) B) Dental Insurance C) Basic Life & AD&D Insurance D) Pension Plan E) Short-Term Disability and F) Voluntary 403b Plan (Pre-Tax & Roth).

Interested parties are asked to submit their resume to Msgr. Robert Emery by e-mail at: msgremery@aol.com No phone inquiries will be accepted. Interviews will be granted only to those candidates believed to best meet the needs of the parish at this time.