

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.

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.