

**St. Columbkille Catholic Church**  
*Position Description*

**Job Title: Communication Director**

**Ministry/Department: Pastoral Services**

**Primary Reporting: Director of Pastoral Services**

**Secondary Reporting: Discipleship Commission, Pastoral Council & Finance Council**

**Primary Function of This Position:**

The Communication Director is responsible for the development and dissemination of a consistent parish message of discipleship throughout the various sources of media and events. This position will provide leadership and collaborative support to the efforts of the parish staff and groups.

**Major Position Responsibilities:**

PARISH COMMUNICATION COORDINATION

- Content Facilitator for the monthly Parish Stewardship Magazine
- Coordinate the publication of the weekly Parish Bulletin
- Timely management of Bulletin Boards, Display Cabinets, and Electronic Sign
- Oversight of Parish Website, Social Media, and email blast
- Coordinate the publication of Advent and Lenten Newsletters
- Coordinate the publication of the Annual Stewardship Report and Finances
- Assist in the publication of the annual Parish Ministry Guidebook
- Point of Contact for outside Media Sources
- Provide pictures of parish/school events for websites and publications
- Coordinate annual updates to the Parish Photo Directory
- Collaborate with the School Marketing Committee, Discipleship Council, and parish ministries
- Promote Catholic Schools Week
- Coordinate the Parish Welcoming Program for new parishioners, e.g., creating Welcome Packets, assisting in coordination and presentation of monthly St. Columbkille 101 presentations, and overseeing Welcome Phone Calls and Visits.

EVENT COORDINATION

- Staff Liaison for annual parish events, including the Ceili Fundraiser Dinner/Auction and the Festival.
- Develop supporting materials and promote the annual Time, Talent, and Treasure Renewal Drive and serve as the parish point of contact for the Archdiocesan Annual Appeal
- Coordinate recognition events
- Collaborate in the creation of a planned giving program and supporting workshop
- Assist with parish development initiatives

June 2017

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**ADMINISTRATION AND LEADERSHIP:**

Attend staff meeting and be an active participant of the pastoral team. Meet regularly with the Director of Pastoral Services and collaborate with ministry leaders.

**KNOWLEDGE, SKILLS, AND ABILITIES NEEDED:**

- Practicing Catholic in good standing and an active steward in one's parish.
- Proficient in public speaking and written communications.
- Ability to work collaboratively with people of diverse backgrounds.
- Self-motivated with ability to work independently.
- Must be able to maintain confidentiality.
- Knowledge of parish life.
- Ability to lead, motivate, and direct teams to final project completion.
- Computer literate in MS Office, Publisher and database management.

**EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's degree in Communications, Public Relations, Marketing or related field, and 3-5 years of work experience in a related field.

This is a partial job description that may change at the discretion of the Pastor. Additional opportunities and duties may be assigned