

The Diocese of Joliet is seeking to hire a Communications and Social Media Coordinator. The Coordinator will be responsible for assisting the different diocesan agencies in developing and distributing content furthering the mission of the Catholic Church in the Diocese of Joliet. Will collaborate with various diocesan agencies and parishes to facilitate and enhance any form of communication.

The Coordinator will serve the Diocese of Joliet by developing and deploying a clear communication strategy and standards that effectively utilizes all appropriate tools, including print material, website, social media, digital applications, photographic, audio and video content, etc. In addition, will work in close liaison with the staff and ministry leaders of the Diocese to streamline communication efforts for all promotions, opportunities, and/or needs in a clear, concise, and effective way.

Must be a practicing Catholic with a strong desire to find creative ways of spreading the Gospel. A degree in Marketing, Communications, Journalism or equivalent experience in a related field is preferred. Strong written and oral communication skills. Must understand basic Catholic theology and Church teachings. Must demonstrate proficiency in various social media platforms and possess website management/design experience and be skilled in video and audio editing, graphic design, photography, web design and be proficient in Microsoft Office.

This is a full time benefited, exempt position, that may require weekend or evening activities and meetings from time to time. To view a full job description, visit: <http://www.dioceseofjoliet.org/hr/listjobs.php>

Applicants meeting the necessary qualifications may submit a cover letter, resume, writing samples and salary requirements to: humanresources@dioceseofjoliet.org