

DIOCESE OF JOLIET
Communications Director

The Diocese of Joliet is seeking to hire a Communications Director. The Communications Director is responsible for developing and distributing content furthering the mission of the Catholic Church in the Diocese of Joliet. This includes formulating and coordinating an overall communications strategy that enables the diocese to fulfill its mission internally and externally. The Communications Director is responsible for all media outlets including web communications, social media, and print as well as for facilitating communication with parishes.

QUALIFICATIONS

- Bachelor's degree (Master's degree preferred) in communications or public relations, along with a minimum of ten (10) years previous experience in public relations and communication in a comparable position
- Thorough knowledge of communication principles and practices with exceptional ability to communicate effectively, both verbally and in writing
- Skills in audio/video production
- Knowledge of church organizational and operations procedures
- Strong creative, strategic, analytical, and organizational skills
- Impeccable copywriting and copy-editing abilities
- Ability to make presentations, provide training, mentoring, and supervising
- Able to maintain effective working relationships with parishes and schools, and the media; and must be able to handle multiple projects/priorities
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives and policies of the Diocese of Joliet
- Bilingual in Spanish preferred

To apply send your résumé and cover letter to Mrs. Nancy Siemers, Director of Human Resources for the Diocese of Joliet, at: humanresources@dioceseofjoliet.org

To view a full job description, visit; <https://www.dioceseofjoliet.org/hr/jobdetail.php?id=638>