

Diocese of Rockford Staff Job Description

Job Title: LiFE Office Coordinator of Communications
Reports To: Director of Pastoral Services, Life and Family Evangelization Office
FLSA Status: Non-Exempt

Summary. Under the supervision of the Director of Life and Family Evangelization Office, the Coordinator of Communications holding this ministerial position plans, implements, and assesses the effectiveness of the office's communications efforts. In addition, the Coordinator fosters the values, principles, doctrines, and teachings of the Catholic Church to individuals the Coordinator encounters in his or her daily work. This is a part-time position.

Supervisory Responsibilities. None.

Illustrative Examples of Essential Functions.

Assist the Director to:

- Execute office communication campaigns on matters involving the Catholic Church and its teachings, including calls for action to contact legislators; efforts to form and educate Catholics about Church teachings on life, marriage, and family; and marketing office events and ministries.
- Serve as primary manager of the office's website, along with designing and creating content for the site (<https://www.rockforddiocese.org/life/>).
- Evangelizing and reporting on Catholic topics and events through leading the office's social media outreach on Facebook, Twitter, Instagram, etc.
- Monitor and summarize website and social media analytics to assist in meeting strategic goals.
- Design and coordinate printing of office publications, including event flyers, invitations, and formation booklets.
- Take the lead on meeting the photography, videography, and A/V needs at office events and activities.
- Assist with the web-based email client Flocknote, maintaining accurate lists of contacts and sending newsletter updates to various audiences. And assist in maintaining the other office databases.
- Assist in implementing office mailings, such as parish mailings.
- Support the activities of the office by staffing office and diocesan events as necessary.

(Core Competencies) Knowledge, Skills, and Abilities.

- A practicing Roman Catholic in good standing with the Church, with a strong faith commitment, dedicated to the Gospel values and living a life of prayer and service, with a mission-driven understanding of the Catholic teachings.
- Knowledge of and support of the Catholic Church's teachings on the sanctity of human life and marriage and family are required.

- The desire to witness to the truth of the Gospel and teachings of the Catholic Church is required.
- Ability to communicate effectively, both verbally and in writing, with staff members, departments within the Diocesan Administration Center, parishes, partners, and the general public.
- Ability to create visually compelling and effective presentations, social media posts using multiple platforms (Facebook, Twitter, Instagram, etc.), publications, and other methods of communication.
- Ability to handle multiple projects/priorities and function independently.
- Ability to meet deadlines.
- Strong interpersonal, decision-making, analytical, and collaboration skills.

Minimum Education and Experience Requirements.

- 2+ years of experience in a communications or marketing role.
- Proficiency with website design and management (WordPress preferred).
- Proficiency in producing engaging social media content.
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint, Access, Outlook, Teams, etc.) and design software (Canva, Adobe Illustrator, and producing vector files).
- Minimum of associate degree in Communications, Journalism, Marketing, or related field or equivalent.

Workload Summary (Special physical requirements necessary for performance of the job).

- Work is normally performed in a general office setting.
- This position requires light physical activity and movement.
- This position requires working occasional evenings and weekends, depending on the programs and workshops being offered.
- The position will require occasional travel to parishes and meeting sites throughout and beyond the Diocese of Rockford.

This is a part-time position (24 hours/week). The position is onsite and during office hours (8:30am-4:30pm). Some evening and weekend work will be required occasionally. Thus, the position does require flexibility in scheduling.

All offers of employment are conditional pending background and reference checks and approval to hire.

Applicants may send cover letter and resume to Therese Stahl at tstahl@rockforddiocese.org.

3/13/2024