



Communications Manager

About St Isaac Jogues Parish

St Isaac Jogues is a Catholic parish in Hinsdale, Illinois. If you attend one of our masses, you will quickly get the feeling that our parish is thriving. Our parish and school are growing under the leadership of Father Burke Masters. In addition to serving as St Isaac Jogues pastor, Father Burke is the chaplain for the Chicago Cubs and writes a popular blog - The Baseball Priest.

St Isaac Jogues parish is a dynamic Catholic community where all can truly belong - lifelong Catholics, those just beginning to explore Catholicism and those who are returning to Catholicism. We achieve our mission by implementing the vision of Bishop Hicks for the Diocese of Joliet. As a parish, we hope to:

- **Catechize** – Help parishioners to learn more about Jesus
- **Evangelize** – Help parishioners to fall in love with Jesus
- **Faith in Action** – Help parishioners to use their gifts and talents to serve the Lord and His people

Position Summary

St Isaac Jogues Parish seeks a Communications Manager who will design and implement communications strategies to build community within the parish and school and amplify the leadership and voice of Father Burke Masters. Communications Manager reports to the Director of Finance and Operations with dotted line reporting to SIJ Principal.

What You'll Do

- **Parish and School Communication Channels** - Plan, coordinate and execute all marketing across the following communications channels for the church and school:
 - *Social Media* - Manage the parish and school social media platforms, creating posts to nourish current parishioners and reach the unchurched.
 - *External Websites / Online Presence* - Manage design, copywriting, SEO optimization, and ongoing updates to external websites. Manage Google business listings, online profiles, and online reviews. Manage online reputation of parish and school and maintain up-to-date information
 - *E-Newsletters* - Write, design, and publish parish e-newsletters ; maintain and refresh all email contact lists.
 - *PR* - Create press releases and submit press coverage requests. Field press and requests for information and interviews for school and parish leadership. Manage speaking engagements for Father Burke Masters.

- *Bulletin* - Works with Bulletin Editor, Church and School to improve the bulletin and to use it as another communication channel. This includes working with school administration to generate weekly articles for the church bulletin that highlights events and happenings within the school.
- **Creative Design and Video Production** - Lead creative development of all print and digital communications materials; support content development and production of marketing resources including mass livestream productions, homily recordings, other video production, event promotion, etc.
- **Capital Campaign** - Collaborate closely with the Capital Campaign Committee and the Communications Chair to develop and produce all collateral for the Campaign, coordinating the messaging and timing with overall school and parish strategies. This includes but is not limited to Case Statement, event collateral, talking points, social media, external relations etc.
- **Fundraising Campaigns and Events** - Support major parish and school fundraising campaigns with printed and digital collateral campaigns. Included but not limited to School Annual Fund, Annual Diocesan Appeal, School Gala.
- **Parishioner Events** - Support for all marketing and communications activities that create a positive and inclusive climate for parish and school growth.

Who You Are

- Practicing Catholic who supports the mission of the Church
- 5+ years of communications experience
- Strong computer and design skills (e.g. Canva, Google Workspace, CMS), comfortable with online applications
- Meticulous attention to detail and solutions oriented
- Exceptional writing, editing, and oral communication skills
- Ability to work independently, take initiative, set priorities, and complete work in a timely and accurately manner

How to Apply

Please send your resume to jobs@sijhinsdale.com and include the position title in the email subject line.