

# SAINT ELEANOR CATHOLIC CHURCH

## Collegeville, PA

### JOB OPENING: Communications Director

### JOB DESCRIPTION

#### Overview

Saint Eleanor Catholic Church, a thriving, faith-filled, and forward-thinking parish is searching for an experienced professional to fill the position of communications director. This is a hands-on, multi-tasking role, with the responsibility to oversee and coordinate all parish communications in cooperation with staff, volunteers, and parishioners.

#### Essential Requirements

1. This is an exempt, full-time position with evening and weekend work required. Under supervision of the pastor, the candidate must be willing to embrace the mission of the parish. We focus on the Sunday Worship Experience, a welcoming and hospitable environment, fellowship, authentic community, and friendship leading to discipleship.
2. BA -- communications, marketing, or related discipline.
3. Three to five years of practical experience preferred.
4. Excellent computer skills including Microsoft Office Suite *and* Adobe Creative Suite.
5. Deep understanding of all social media platforms, including all aspects of paid social, media strategy, monitoring trends and utilizing analytics.
6. Hands-on experience with managing website assets, optimizing traffic, and executing paid search.
7. Working knowledge in use of various assets for content creation and delivery: video, email, traditional printing, direct mail.
8. Excellent interpersonal and presentation skills.

#### Responsibilities

- Implement integrated communications strategy that successfully delivers key messages to the parish family and the public.
- Prepare weekly parish bulletin.
- Act as gatekeeper for all parish communications, including those produced within individual ministries.
- Coordinate the content, postings, replies, discussion, and events for all social media.
- Monitor Church's online presence and its effectiveness.

- Assist Leadership Team and develop the “branding” and signage needs of the parish.
- Create presentations to promote communications as needed.
- Monitor progress and results, offering performance feedback.
- Maintain confidentiality, exhibit tact, and diplomacy in working with the parish staff, Parish Leadership Team, parish family and the public.

*These responsibilities describe the general level of work for this position. It is not intended as an exclusive or all-inclusive inventory of all the duties required.*

Saint Eleanor Church offers a comprehensive benefits plan and competitive salary. Interested qualified candidates are asked to submit their resumes with a cover letter and relevant work samples to:

lcoyne@steeleanor.com

or

Mrs. Linda Coyne  
Saint Eleanor Church  
647 Locust Street  
Collegeville, PA 19426