

Communications Manager

Sts. Simon & Jude Catholic Church

The Woodlands, TX

Summary:

The Communications Manager, through the effective use of marketing and communication strategies, is responsible for developing and overseeing overall internal and external communication plans and strategies. The position is also responsible for creating and implementing plans to engage parishioners within the church. The role uses all social and print media to optimize and promote parish information and events as well as opportunities to invite and welcome through face-to-face interactions.

Education/Experience:

Applicants must have a bachelor's degree preferably in Communications, Marketing, Public Relations or related field from an accredited university or equivalent combination of education and experience. This experience includes a working knowledge of social media such as Facebook, Instagram, and YouTube to optimize communication within the parish community. Excellent writing/editing/grammar and verbal communication skills. Experience in supervising a team and collaborating with ministries and other departments. Proficiency in Microsoft Office software, PowerPoint and Adobe required. The Communications Manager must understand branding and communication strategy to promote the activities and events within the church.

The Manager must have a clear understanding of acceptable business practices in relationship to church teachings as well as conceptualizing administrative work as a ministry.

All applicants will be expected to work a flexible schedule that will require some nights and many weekends when necessary. This is a full-time exempt position.

Interested applicants are invited to email their cover letter, resume and salary requirements to chapmanc@ssjwoodlands.com.