



Saint Katharine Drexel

CATHOLIC CHURCH

Position Announcement: Manager of Communications/Screening Coordinator

Saint Katharine Drexel Parish, located in Frederick, MD, is seeking candidates for the position of Manager of Communications/Screening Coordinator. The job description appears below. If interested, please send to Pat O'Connor, Director of Parish Operations at skdmanager@saintdrexel.org, the following:

- 1) A current resume
- 2) A cover letter indicating why you are interested in the position and your salary requirements.

The deadline for submission is 12 October 2018.

Position Title:	Manager of Communications/Screening Coordinator
Parish:	St. Katharine Drexel
Reports To:	Director of Parish Operations
Standard Hours:	40/week (Salary, FLSA Exempt)

Position Summary:

The Manager of Communications/Screening Coordinator will develop and implement a comprehensive communication plan to support the mission and ministry of St. Katharine Drexel Catholic Church. He/she will be responsible for all internal and external communication for the Parish, utilizing email, print mailings, website, social and print media. This person will be expected to bring forth to the Pastor and Pastoral Team suggestions on how to publicize and promote parish events and the mission of both the parish and the Catholic Church.

This position includes the role of Screening Coordinator to ensure that the Parish is in full compliance with the requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures for all employees and volunteers.

Essential Functions:

A. Parish Website

Full responsibility for the content and format of the Parish website, to include:

1. Re-design of current site to a format that is easily navigable by users, visually appealing and informative to both current and prospective parishioners.
2. Update of all upcoming parish and other pertinent local events, items of interest (internal and external to the Parish), contact information, bios and photos for staff and ministry leads and other current information.
3. Photograph, edit and share images from parish events

4. Creation of on-line forms and other content to reduce the use of paper forms and manual entry by staff.
5. Maintenance of web hosting arrangement
6. Continual improvement initiatives to ensure the website remains current and is a welcoming and informative resource for current and prospective parishioners.

B. Parish Bulletin

Create weekly bulletin and submit to publisher, ensuring that all events and items of interest are included.

1. Manage timing of content so that events are highlighted on a timely basis
2. Choose and edit announcements from sources within the Parish and outside.
3. Maintain calendar of bulletin inserts and edit inserts prior to publication
4. Create bulletin cover with pictures of recent events or other content that is pertinent to the Parish
5. Revise the bulletin creation process as needed to improve efficiency

C. Social Media

Create and maintain social media platforms as follows:

1. Maintain and update Parish Facebook page
2. Research web based Catholic resources in search of materials to support the parish evangelization, religious education and faith formation efforts
3. Explore use of other social media platforms to attract younger prospective parishioners, such as Instagram, Snapchat or other platforms as agreed to by the pastoral staff.

D. Parish-wide communication

Responsible for distribution of all communication to parishioners to include:

1. Prepare and send Email blasts as approved by the Pastor and,
 - i. Evaluate technology such as Constant Contact, Flocknote and other applications
 - ii. Implement email process to announce funerals and other time-sensitive notifications to parishioners
 - iii. Evaluate and implement, as appropriate, myParish and other apps
2. Mailings related to Holy Days (Christmas card, Easter and Pentecost mailings)
3. Mailings prepared by Pastoral Associates related to Faith Formation and Sacramental Preparation
4. Other mailings deemed appropriate by the Pastor

E. Parish Publications

Responsible for the creation (with input from other Parish staff) and distribution of:

1. Parish Annual Report
2. Parish Photo Directory
3. Invitations to Parish events
4. Brochures
5. Flyers

F. Publicity

Submit articles, calendar items and pictures to newspapers and magazines of events or topics that would advance the mission and ministry of St. Katharine Drexel Parish to prospective parishioners and the community at-large.

G. Screening for protection of children and youth

Function as primary screening coordinator to ensure compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures

1. Ensure that all adult volunteers who have substantial contact with children have registered and completed training in Virtus.
2. In conjunction with Youth Minister, ensure that all youth volunteers (aged 14-17) who have substantial contact with children have completed Worthy of the Call training.
3. Review all references for adults and youth (14-17) to ensure there are no concerns raised as to the person's fitness to work with children and youth.
4. Perform periodic in-person audits of parish programs designed for children and youth to ensure that the volunteers have completed Virtus training and reference checks, for example - CLOW, Kate's Kids, Nursery, Vacation Bible School.
5. Attend Archdiocesan training and meetings as required.

Qualifications:

Education: Bachelor's Degree in Communications, Marketing or similar discipline preferred.

Experience and abilities:

- Hands-on experience in the creation and maintenance of websites and social media platforms, writing for publication and use of on-line resources to create attractive and informative content.
- Knowledge of digital media technology and social media community engagement
- Proven graphic design skills in content layout
- Above average experience with digital photography/videography
- Strong writing, editing and proofreading skills
- Effective interpersonal and communication skills
- Exceptional skills in collaboration, attention to detail, ability to hold contributors to deadlines
- Ability to establish and maintain effective working relationships with supervising personnel, co-workers, the media, representatives from all levels of church, civic organizations, business or professionals, and the general public
- Expertise in Microsoft Office Suite, Photoshop, Mailchimp (or similar software)
- Knowledge of and desire to actively support the Mission of the Catholic Church and the Parish