



# Catholic Diocese of Evansville

- The Catholic Church in Southwestern Indiana

**Job Title:** Communications & Mission Promotion Manager

**Location:** Catholic Center

**Reports To:** Director of Communications & Mission Promotion

**FLSA Status:** Full Time / Salary Exempt

**Last Revised:** November 2023

## **Summary:**

- The Communications and Mission Promotion Manager provides assistance to the Director for the primary publications of the Diocese of Evansville including *The Message* and other articles and/or periodicals that may be needed or developed in serving the communication needs of the Bishop, his staff, and the diocese as a whole. Additionally, the Manager assists in managing media and public relations, the development & management of event and mission promotion, and collateral material strategies for the diocese as well as the development and management of digital media strategies and diocesan website design, content management, and maintenance.

## **Duties and Responsibilities:**

### **Communications & Mission Promotion Duties**

- Serve as diocesan communications contact, internally and externally, as necessary in place of director
- Coordinate or help coordinate media coverage of diocesan events
- Handle media inquiries
- Develop and execute social media activities and content for the Diocese on various platforms including Facebook, Instagram, Twitter and YouTube
- Assist with, or serve as primary on, development and distribution of press releases
- Assist with maintenance of The Message (Word Press)
- Assist in the development and management of the Diocese's style guides and collateral material designs
- Create and post (to social media) diocesan videos and other content
- Create and provide to outside entities video and/or audio recordings featuring bishop or directors
- Assist in the design, routine maintenance, and development of content for the Diocesan website and other digital media platforms

### **The Message Duties**

- Serve as assistant editor of the paper
- Serve as primary reporter for the paper
- Cover events for the paper with and/or in lieu of the editor



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- Shoot and edit photos for the newspaper as necessary
- Write a column as necessary
- Serve as primary creator of the ongoing Bulletin Board feature (possibly online only)
- Proof pages with and/or in lieu of editor
- Work with design editor to assure corrections are made
- Communicate with printer as necessary – generally in lieu of the editor (i.e. vacations, etc)
- Handle circulation duties in lieu of circulation coordinator

## **Qualifications and Requirements:**

- Practicing Catholic in good standing
- Degree in journalism, English, marketing, or communications with at least 3 years relevant experience
- Knowledge of multiple social-media platforms and experience managing professional pages
- Experience with, knowledge of, or willingness to learn Search Engine Optimization (SEO) strategies
- Experience with or knowledge of graphic design, design layout, and interactive content
- Experience with website design preferred
- Strong communications and customer service skills
- Strong, detail-oriented organizational skills
- Knowledge of Microsoft Excel or similar database software
- Knowledge of or willingness to learn Word Press and Weebly content-management systems
- Willingness to learn systems for The Message subscriptions and USPS-forms generation
- Knowledge of or willingness to learn Associated Press and Catholic News Service styles
- Knowledge of or willingness to learn relevant elements of the Code of Canon Law
- Responsibilities occasionally require a flexible/adjusted work schedule to assist in covering evening and/or weekend events for the diocese

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to [humanresources@evdio.org](mailto:humanresources@evdio.org)