

**Position:** Communications Director  
**Agency:** St. Jude Catholic Church, New Lenox, IL  
**Supervisor:** Pastor  
**Work Schedule:** Part-time, Unbenefitted, Non-Exempt, 20 – 28 hours per week

**Job Purpose:** St. Jude Catholic Church is seeking to hire a Communications Director to handle developing and executing a comprehensive communication strategy across various channels, including the church website, social media, parish bulletin and email to effectively inform parishioners about upcoming events, church initiatives and important announcements while upholding the values and teachings of the Catholic faith.

**I. Duties & Responsibilities:**

- Collaborate with pastor, staff, and ministry leaders to create and execute communication.
- Manage, write, & edit content for website, bulletins, emails, newsletters, social media posts.
- Work on outreach through social media content.
- Maintain the parish website and design.

**II. Other Duties:**

- Oversee other duties as assigned.
- Future duties will include working on communication for the school and overseeing the livestream.

**III. Education/Qualifications:**

- Bachelor's degree in journalism, marketing, and/or public relations is required.
- Strong creative, strategic, analytical, and organizational skills
- Impeccable writing and copy-editing abilities
- Ability to manage multiple projects/priorities simultaneously
- Proficiency in managing social media platforms, website content management systems, and email marketing tools (like Flocknote and Constant Contact).
- Excellent communication and interpersonal skills to work effectively with church staff, volunteers and parishioners.
- Must be able to work occasional evening and weekend hours.
- Must be flexible to adjust to other parish/department/business needs.
- Must support the mission, philosophy, objectives and policies of St. Jude, the Catholic Church and the Diocese of Joliet.

**PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB<sup>1</sup>**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift up to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.

***Please send resume and cover letter to [admin241@stjudes.org](mailto:admin241@stjudes.org). Reference Communications Director in subject line of email.***

<sup>1</sup> This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.