



Date: September 26, 2023

Position: Coordinator of Marketing & Communications

Parish: Saint Patrick, London, OH

Deadline: Until filled

Status: Part-time

Practicing Catholic: Required

Position Summary Under the direction of the Pastor and Principal, the Coordinator of Parish Marketing & Communication is responsible for directing communications in the parish, including the management of public information and media relations. This includes responsibility for supporting the Pastor, Principal, Parish and School with internal and external communications and information needs. Also included in this responsibility is the establishing and maintaining good relations with the external community.

Job Responsibilities: The individual applying for this position would perform the following responsibilities:

1. Contributes public relations viewpoints and media perceptions to help in formulating organizational decisions.
2. Coordinate media coverage of major parish events.
3. At the direction of the Pastor and/or Principal, oversee crisis communications situations within the parish/school.
4. Oversee and manage the content of the parish and school websites, Flocknote, Facebook and other social media including advising and educating staff regarding their sections of the site.
5. Develop and maintain positive marketing strategies to keep the parish/school visible in the Diocesan, Deanery, and local communities.
6. Prepare or assist in the preparation of statements and letters; prepare news and information releases; promote news coverage for the Pastor, Principal and other parish/school organizations.
7. Perform other duties as assigned.
8. Regular attendance and punctuality are essential for this job.

Required: Must be a practicing Catholic in good standing with the Church. Compliance with BCI&I background checks and completion of Protecting God's Children program and other Safe Environment requirements as necessitated by the Diocese of Columbus.

Education: A minimum of a Bachelor's degree in marketing, communications or equivalent experience is preferred

Experience: One-year related experience is preferred. Also, experience with Photography, videography, computer desktop publishing is also preferred.

Interpersonal Skills: The ability to work with others in a collaborative team environment and to field public/media inquiries in a courteous and appropriate manner.



For a complete Job Description, candidate submission should include cover letter, resume, and references via email to:

Fr. Anthony A. Dinovo, Jr.
Pastor - St. Patrick Church, London, OH
adinovo@columbuscatholic.org



61 S Union Street



London, Ohio, 43140