



THE CATHEDRAL OF CHRIST THE LIGHT

Job Title: Cathedral Communications and Discipleship Formation Manager

Department: Administration

Job Grade: M-2

Pay: starts at \$51,000

Category: Non-Exempt

Hours: 40 hours per week

Reports to: Office Manager (for Communications)/ The Rector of the Cathedral (for Discipleship Formation)

Position Overview

The Cathedral Communications Manager oversees both the internal and external communications of the Cathedral of Christ the Light. The ideal candidate's creative skills should effectively communicate the Cathedral's top priority of unleashing a culture of discipleship and evangelization within the community. The ideal candidate manages the Cathedral website content, assists with social media content generation, online reputation monitoring/management, online calendaring of events, and manage the Cathedral parish database. The ideal candidate should be experienced in organizing work flow, Microsoft Office and Internet proficient, experience with social media, graphics, and video editing, and possess the creative talent to develop attractive, interesting and engaging visual content appropriate to a major urban Catholic Cathedral.

A key aspect of this position is to use communication for the discipleship formation of the members of the Cathedral community. Therefore, this position will assume the added responsibilities of overseeing the sacramental preparation program of children and teens. This position requires a very high level of creativity, evangelical zeal, and attention to detail and accuracy.

Essential Job Functions

- Ministry/Service
 - Communicate directly, and on behalf of the Rector, with staff, parishioners, and others.
 - Employs sensitivity, skill, confidentiality, and knowledge of appropriate protocol for communications with internal and external constituencies, always ensuring the Cathedral is represented in a professional, hospitable, and responsive manner.
 - Establishes systems and procedures so that the Rector, clergy, and directors are provided with necessary background information and briefing materials for meetings, events, and other engagements; researches, organizes, prepares, prioritizes, and presents information in a clear and concise manner.
 - Provide a bridge for smooth, multi-way communication between the Rector and the Cathedral staff with partners such as the Office of the Bishop, the Cathedral Corporation, parishioners, and others.
 - Proofread documents.
- Communications Development
 - Oversee development of monthly Cathedral newsletter *Lumen Christi*; managing content, graphics, editorial calendar, editing and delivering on time each month.

- Contribute and upload content generation for Cathedral website, social media channels, such as APP, Facebook, Twitter, Instagram, and sharing with other Cathedral ministries
- Gather analytic information for websites and social media channels regularly.
- Facilitate and assist internal staff/ministry leader communication platforms.
- Standardize communications of all ministries affiliated with the Cathedral.
- Monitor external Cathedral/topical internet presence/social media, such as Wikipedia, Yelp, etc.
- Promote Cathedral events in online calendar listings and FlockNote.
- Provide graphic, sound and video editing services to the Cathedral.
- Design graphics and content to produce various digital and print marketing materials; ads, posters, brochures, flyers, banners, etc., in coordination with the Cathedral brand guidelines.
- Compose and edit content for marketing materials.
- Create and maintain an accurate digital archive of design materials
- Uploading content and launch weekly e-mail blast.
- Develop effective working relationships with all parish ministries to provide exceptional customer service in highlighting ministry activities.
- Monitor office forms and brochures, and reprint or create as necessary.
- Type the Universal Prayer and prepare binder for presider and lector weekly.
- Compile after Mass announcements
- Market online giving:
 - Coordinate advertising to increase usage
 - Run annual campaigns to promote
- Coordinate Christmas and Easter mailings content.
- Coordinate quarterly Cathedral newsletter to diocesan community.
- Discipleship/Faith Formation Coordination Duties
 - Coordinate communication with students, families, parishioners.
 - Prepare the annual calendar for formation opportunities
 - Maintain the Faith Formation content on the parish website.
 - Recruit, train, supervise catechists and volunteers
 - Executes ongoing formation of catechists and volunteers as directed by the Rector.
 - Executes procedures and programs as directed by the Rector.
 - Coordinate with Program Assistant volunteer in the set-up of classrooms and allocation of classroom supplies and audio/visual resources.
 - Provide onsite support to catechists on Sunday.
 - Provide volunteer catechist to parish Safe Environment Coordinator.

Non-Essential Job Functions:

- Participates in Pastoral Staff Meetings, Staff Retreat days, and Deanery Meetings.
- Present on Sundays and Holy Days.
- Fulfill other duties assigned by the Rector.

Requirements

- Excellent organization skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Five+ years executive-level administrative or office management experience in support of a senior executive, preferably in a nonprofit organization.

- Very strong interpersonal skills and the ability to build relationships with others.
- Excellent written and verbal communication skills.
- Demonstrates the highest level of customer service.
- Proactive self-starter with ability to work independently with minimal supervision and also in partnership with others effectively, in a fast-paced, collaborative, team environment.
- Ability to manage and motivate staff.
- Proven ability to maintain confidential information with discretion.
- Adaptable to various competing demands.
- Forward thinker, who active seeks opportunities and proposes solutions.
- Proficiency with all aspects of Microsoft Office Suite, including Microsoft Word, Excel and PowerPoint, as well as mail merges
- Experience with or the ability to learn all components of the parish software.
- Strong commitment to the mission and organizational clarity of the Cathedral