



St. Peter Catholic Church
507 S Tryon Street
Charlotte, NC 28202

Position: Director of Communications

Classifications: Exempt

Reports To: Pastor

Supervises: Communications/Events Support staff

St. Peter Church is the only Jesuit parish and oldest Catholic Church in Charlotte, NC. St. Ignatius, the founder of the Jesuit Order, sought to find God in all things, and all people. We follow St. Ignatius through finding God in worship, spiritual formation, discernment of God's plan for us, and an active service to others. Embraced by God's enduring love, we are a joyful, supportive and welcoming community.

We're looking for a faith filled person who is creative, joyful and wants to use their God-given talents to spread the good news about our parish! This position will plan, organize, create, and produce effective digital and print communications for St. Peter parish, supporting parish staff and ministries. This is a full-time, exempt position. Since most parish activities occur on Saturday and Sunday, the usual five-day work week for this position will be developed in consultation with the Pastor.

We value a collaborative work environment and want this person to be onsite with us, but also recognize the importance of flexibility. You'll have some opportunities to work remotely. The Parish offers a competitive salary based on experience, generous healthcare and other benefits, paid vacation, and an employer-matched 403 (b). Start date for the position will be as soon as the successful candidate is available.

What you'll do:

- Work with the Pastor to execute all communications and marketing objectives of the Parish
- Create and manage the social media strategy with the goal of better connecting with our parish demographic
- Create and manage marketing campaigns for programs to be applied with our various communications and align with our Apostolic Preferences
- Manage, monitor, and maintain the parish website, ensuring that all information is always updated and accurate and told in a way that resonates with our parishioners
- Assist parish ministries in developing and executing communications plans to spread awareness of their mission and mobilize their specific audiences to engage
- Produce a weekly print bulletin and weekly eNewsletter (Constant Contact), recruiting writers, editors, designers, and other volunteers from our parish to assist as needed
- Manage the Constant Contact email news distribution
- Oversee the on-site livestream production of one Sunday Mass and special events.

- Maintain files of photos, media platforms and website content, ministry information and events, Ignatian Spirituality resources, Jesuit resources, and parish AV inventory/system operations
- Design and produce digital media and print materials including web, email, social media, video, brochures, cards, flyers, posters, banners, and other signage, including those for the parish Narthex, Kiosk & campus buildings
- Design, initiate, monitor, and maintain on-line parish event registration

The right candidate has:

- 3 - 5 years of experience in a related field
- Bachelor's degree in communications or a related field
- Excellent written and verbal communication skills
- Proficiency with website management (LPI)
- Proficiency in design and layout for publications using Adobe Creative Suite (particularly InDesign) and Canva
- Proficiency with Google forms, SignUpGenius, and WeShare or similar applications
- Proficiency with social media content management and development for YouTube, Facebook, Instagram, and other platforms as needed
- Proficiency with web video production and livestreams
- Strong graphic design, photography, and videography skills
- Ability to work with a wide range of people of different ages, backgrounds, and cultures
- Action-oriented problem-solver who displays focus, passion, and initiative

Interested candidates should submit a resume, cover letter, references to Moe Cieri at communicationjobreply@stpeterscatholic.org

TO LEARN MORE

Questions can be directed to communicationjobreply@stpeterscatholic.org