

Communications Director

Description:

The Cathedral of St. Matthew the Apostle, a Roman Catholic community of 2,100 households located in Washington, DC, seeks a full-time Communications Director. The Communications Director plans for and manages multiple communications channels (digital and print) with the goal of sharing the Good News through promotion of Cathedral liturgies, events and programs, relevant news, and other content. The salary for this role is \$52,000 to \$59,000.

Key responsibilities:

- Coordinate proactively with staff members and parish ministry leaders to obtain information and stay current on upcoming events, scheduled livestreams, and ministry news
- Schedule parish print and digital communications
- Provide text editing and graphics support for event promotion
- Regularly update parish website for upcoming parish and Archdiocesan liturgies at the Cathedral, parish news and events, livestreams, and online ministry features
- Interface with website hosting company on parish website maintenance, troubleshooting, and enhancements
- Regularly promote and share Cathedral liturgies, events, livestreams, news announcements, and other content on parish social media accounts
- Monitor and manage all aspects of parish social media accounts
- Oversee parish Young Adult social media accounts and digital communications
- Write, send, and share weekly parish news & events digital letter
- Produce weekly event listings (print, in English & Spanish) and seasonal liturgy schedules for placement in Cathedral
- Prepare and send Rector's letters to parishioners (6/year) (English & Spanish) in print and digital formats, and annual fundraising letter to Friends of the Cathedral (print)
- Prepare (in English) and coordinate printing (in English and Spanish) and mailing of Advent and Lenten brochures
- Implement and promote Archdiocesan initiatives across channels, e.g., iGiveCatholic, Annual Appeal, Annual Wedding Mass registration
- Monitor and respond daily to Cathedral email account inquiries
- Perform other related duties as needed

Required:

- Knowledge of and love for the Catholic faith
- Experience in social media management
- Experience in website content management (Drupal Gutenberg editor)
- Experience in digital newsletter creation / email marketing (Constant Contact)
- Experience in design and graphics (currently used app is Canva Pro)
- Proficiency in MS Office

- Excellent planning and time management skills and ability to collaborate in small-team environment
- Flexibility, as needed, to work occasional evenings and weekends

To apply, forward resume and letter of interest to Rev. Msgr. W. Ronald Jameson, Cathedral Rector – rjameson@stmatthewscathedral.org.