

# The Church of St. Joseph, Rosemount, Minnesota

## Position Description

**Position title:** Director of Engagement & Communications

**Date:** August 3, 2021

**FLSA:** Exempt

**Reports to:** Parish Director

**Receives additional work direction from:** Pastor

**Direct Reports:** Administrative Assistant PT

**Provides work direction to:** Administrative Assistant - Communications, Volunteers, Vendors, Support Staff

**Resource person to:** Various Committees

**Schedule/ benefits:** 40+ hours per week 12 months per year, with benefits. Schedule will vary in response to liturgical calendar needs, leadership, committee, and project needs.

**Position Purpose:** Create develop and implement parish communications guidelines ensuring consistent branding and clear messaging. As the staff liaison, develop guidelines for helping assigned ministries with fulfilling their defined purpose. Work cooperatively with the Pastor, Parish Director and other staff members to provide an efficient, engaging and inviting environment for the various committees in support of the parish mission.

### **General Responsibilities:**

\* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

### **Representative Responsibilities:**

\*1. To be present where needed, ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort and putting in the additional time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

\*2. Participate in creating a productive, harmonious environment, promoting good morale, affective communications and an engaging and uplifting feeling resulting from assigned ministries. These ministries include but are not limited to: Newcomers, Harvest Festival, Staff Celebration, Donut Sunday, Volunteer Appreciation events, etc.. Be the staff liaison to a variety of assigned ministries – Boy Scouts, Cub Scouts, American Heritage Girls, Girl Scouts, Knights of Columbus, etc.

\*3. General Management

- Develop, implement, and manage an annual operating budget
- Approve Communications designated invoices and requests for reimbursements and monitor monthly expenses for consistency and within approved budget
- Work with staff to ensure effective use of the gather space especially on weekend masses
- Plan, organize and implement parish events guiding volunteers, stepping in when needed and providing hands on training as needed.
- Ensure that all required financial reports are accurate and prepared on time
- Ensure that all special event fundraiser profits are accurate and turned in to the parish office on time
- Build and maintain effective working relationships with key service/vendor companies and staff
- Attend staff meetings and other staff functions as required
- Monthly provide written statistical updates on those who have served and those who have received services that are a part of the assigned ministries to the Pastor and Parish Director

\*4. Communications

- Develop and implement plans for managing and ensuring consistency with all parish written and electronic communications which include but are not limited to the bulletin, eBlast, the electronic sign, correspondence, etc.
- Create and manage comprehensive unified and effective communions plans for the parish keeping in consideration the school, cemetery, and any capital campaigns.
- Work closely with staff volunteers and parish leadership to develop and maintain a comprehensive communication plan to engage all parish stakeholders.
- Collaborate with parish marketing efforts, as appropriate: Time/Talent forms, Ministry Booklet, Parish Directory, Newcomer Welcoming Committee, etc.
- Collaborate in the production of all parish publications, as required: Ministry and/or Event Position Descriptions, etc.
- Develop and maintain communication with the greater community and ecumenical groups
- Effectively communicate the outcomes of all ministries using parish communication tools and external channels that reach parishioners and other stakeholders, as appropriate: external channels, local papers, Catholic Spirit, etc.

\*5. Volunteer Coordination

- Recruit, train, supervise and manage performance of volunteers working within assigned ministries
- Monitor the volunteers' compliance with all pertinent parish and archdiocese policies and legal requirements
- Recruit, determine the role of and train volunteers for all assigned areas
- Ensure compliance with all OPCY requirements for parish volunteers

\*6. Effective Team Member

- Demonstrates reliability – Follows through on assignments, consistently completing their set of accountabilities in a timely and collaborative manner.
- Communicates constructively – Expresses their thoughts and ideas clearly, directly, honestly and with respect for others and for the work of the team
- Listens actively – Absorbs, understands and considers ideas and points of view from other people without debating and arguing every point
- Functions as an active participant – Fully engaged in the work of the team and does not sit passively on the sidelines.
- Share openly and willingly – Takes the initiative to keep other team members informed to help get the job done and prevent surprises.

- Cooperates and pitches in to help – Responds to requests for assistance. Works with others to accomplish any task
- Exhibits flexibility – Rolls with the punches and can consider different points of views and compromise when needed.
- Works as a problem-solver – Willing to deal with all kinds of problems in a solutions-oriented manner. A problem-solver, not problem-dweller, problem-blamer, or problem-avoider.
- Treats others in a respectful and supportive manner – Treats fellow team members with respect and understanding to help get the job done.
- Shows commitment to the team – Understands the value of team collaboration and is committed to the success of others.

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a person assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required by the position. More detailed listings of duties and tasks may be outlined in supplemental documents such as the code of conduct, employee handbook, and similar documents.

**Responsibilities identified with “\*” are essential functions of the position.**

**Employee:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as the organization’s needs change, my position description will change.

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Signature

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Date

**Supervisor:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

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Signature

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Date

## **Qualifications**

- a) Active practicing Roman Catholic
- b) Bachelor's degree in a related field (i.e. Communications, Marketing, etc.) or demonstrated work experience at the parish level
- c) Demonstrated strong oral and written communications skills
- d) Demonstrated experience in leading and organizing a successfully event
- e) Demonstrated ability to design, manage and integrate pastoral care and outreach into assigned ministries
- f) Demonstrated appropriate communication/interpersonal skills that create effective working relationships with staff, parishioners and guests
- g) Demonstrated ability and desire to work in a collaborative, team-based work environment
- h) Demonstrated computer skills commensurate with accountabilities and equipment requirements
- i) Demonstrated ability to effectively manage multiple projects and work assignments at the same time
- j) Demonstrated ability to identify and maintain strict confidentiality when needed
- k) Demonstrated willingness to maintain current skills through networking, research and educational opportunities
- l) Demonstrated ability to supervise and give work direction to a part time administrative assistant
- m) Demonstrated ability to recruit, coordinate and supervise volunteers
- n) Successfully complete the archdiocese background check, complete VIRTUS training, understand and sign the employee code of conduct
- o) Reliable transportation and ability to be reached outside of the work environment (cell phone preferred – not provided)
- p) Experience working in a volunteer based, nonprofit organization

## **Mental Demands**

- a) Effectively utilize the English language orally and in writing
- b) Provide clear and accurate direction
- c) Projects a positive attitude with all requests and especially when there is a high stress situation
- d) Exhibit promptness and dependability
- e) Live a personal lifestyle with Christian values
- f) Identify and ensure confidentiality in all areas
- g) Exhibit patience, understanding and calmness in chaotic situations
- h) Effectively multi-task
- i) Utilize time effectively and efficiently
- j) Maintain and improve work-related knowledge

## **Physical Demands**

- a) Work all required hours, more at certain times
- b) Periodically adjust schedule or extend hours as required
- c) Walk, stand, sit kneel or bend as needed
- d) Lift up to 25 pounds using proper lifting techniques
- e) Go up and down stairs
- f) Climb up and down a three-step ladder (primarily for obtaining office supplies)
- g) Be aware what is going on around you