



DIOCESE OF KALAMAZOO

Communications Specialist – Part Time

POSITION DESCRIPTION

Position Title: Communications Specialist

Position Description: Assists in the implementation diocesan communications

Status: Non-exempt Part-time

Reports to: Executive Director of Communications and Public Affairs

REQUIREMENTS:

- Bachelor Degree, preferably with a concentration in English, Journalism or Communications
- Demonstrated communications experience in a corporate or non-profit setting; preferably a minimum of three years
- Superior written and verbal communication skills
- Knowledge of digital and social media as well as emerging communications trends and strategies
- Demonstrates creativity, organizational skills and has the ability to handle a variety of projects within a fast-paced, deadline-driven environment.
- Photography/videography skills preferred
- Bi-lingual candidates preferred

BROAD STATEMENT OF RESPONSIBILITIES:

Reporting directly to the Executive Director of Communications, the Communications Specialist will assist in the creation and delivery of diocesan communications to both internal and external audiences. This includes proficiency across a variety of writing styles including, but not limited to: feature articles, news releases, marketing materials and online content for website and social media sites. Additional responsibilities include photography and videography, event planning, media list maintenance and other functions as assigned by the Executive Director of Communications and Public Affairs.

TO APPLY:

Email: Cover letter, resume and three writing samples to: vcessna@diokzoo.org

Subject Line: Communications Specialist