

## **NOW HIRING: COMMUNICATIONS AND MEDIA SUPERVISOR**

St. Victoria Parish Family (Victoria, MN) – a fast-growing, dynamic, suburban Catholic parish of nearly 1,500 families – is seeking a highly-motivated, energetic and enthusiastic applicant to serve as its Communications and Media Supervisor. This position is part-time (30-32 hours/week) with benefits. Because of the breadth of ministries at St. Victoria, the person in this role will work closely with other parish staff members to successfully execute this growing ministry role.

The Communications and Media Supervisor position at St. Victoria serves to facilitate and promote robust communication to and within the parish, so that the name of Jesus may be known and loved. In particular, the Communications and Media Supervisor will have responsibility for: (1) writing, editing and producing the weekly bulletin; (2) developing and maintaining the parish website as a communications platform to serve varied parish ministries; (3) developing, maintaining and promoting appropriate and creative use of social media; (4) targeting communications through the use of email and texting services and other forms of written and/or digital media; and (5) developing and implementing a cohesive, consistent parish-wide communications strategy and plan that adapts to the communications needs of diverse target audiences within our parish.

The ideal candidate will have two (2) or more years of demonstrated relevant experience in the field of communications generally (ideally in a parish setting), excellent writing and editing skills, facility and demonstrated experience with Publisher or similar publishing software, facility and demonstrated experience with website content development and with social media platforms and trends, and the ability to create one-page instruction sheets to assist other staff in appropriate utilization of various communications platforms. Additionally, the ideal candidate will have passion for people, passion for the Catholic faith, and passion for staying at the forefront of technology usage for robust and effective communications purposes. Attention to detail, excellent organizational skills, and unfailing regard for deadlines are essential.

To apply for this position, please contact Deacon Ray Ortman at 952-443-2661 or by email to [rortman@stvictoria.org](mailto:rortman@stvictoria.org). The initial application should consist of a detailed resume and a cover letter explaining the nature and extent of the applicant's interest in and experience and training for the position. The application also should include a list of professional references and an initial writing sample. The deadline for applications is August 24, 2018, though applications may be considered earlier on a rolling basis.