



Director of Communications

St. Gaspar Family of Parishes (SGF)

Location: Dayton, Ohio

Reports to: Pastor

Status: Full-Time, Exempt

Position Summary

The **Director of Communications** provides an overall vision for communications at the St. Gaspar Family of Parishes and Mother Brunner School, ensuring they reflect our Catholic mission and values. This role serves as the primary contact for all internal and external communications and reports directly to the Pastor.

The St. Gaspar Family includes:

- Precious Blood Church and Mother Brunner School in NW Dayton
- St. Paul, St. Rita in NW Dayton
- Emmanuel, Holy Trinity and St. Joseph in Downtown Dayton

Key Responsibilities

- Execute and continually enhance the existing comprehensive communications strategy across all platforms in collaboration with the Pastor, staff, and school administrations.
 - Create and manage content for: parish/school websites, Sunday bulletins, social media, email communications, press releases, Kiosk displays, and more.
 - Serve as the communications liaison between the Archdiocese of Cincinnati and SGF for the **Beacons of Light** initiative.
 - Support parishes, schools, ministries, and councils with communication strategies.
 - Oversee brand identity and develop a consistent identity system across all parishes and schools.
 - Research and integrate new media tools to enhance communication outreach.
 - Develop crisis communication strategies and act as media spokesperson when needed.
 - Coordinate advertising and marketing for parish/school events and special initiatives.
 - Supervise communication efforts by volunteers or contracted professionals.
 - Serve on the Implementation Team to realize the Pastoral Priority Plan.
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Qualifications

- Demonstrated experience and skills in communications, graphic design, marketing, or related field (degree preferred but not required).
 - Practicing Catholic in full communion with the Church and familiar with Church teaching.
 - Strong skills in writing, editing, proofreading, and interpersonal communication.
 - Ability to maintain confidentiality with sensitive matters.
 - Proficiency in:
 - Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat)
 - Social media management & Google presence (ads, calendars, posts)
 - Microsoft Office (Word, PowerPoint, Excel)
 - Canva
 - Collaborative team player with the ability to work with staff and volunteers.
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Additional Requirements

- Successful completion of a **background check, criminal check, and reference check**.
 - Must complete **SafeParish training** and remain current on quarterly bulletins (per the Decree on Child Protection).
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Working Environment

- Some evening and weekend work required.
 - Employee must be able to drive to different locations.
 - Employee must be able to stand while holding light equipment, use stairs.
 - Employees must understand and support the Catholic faith and uphold the policies of the Archdiocese of Cincinnati.
 - Employees must not publicly oppose Catholic teachings or advocate positions contrary to Church teaching, including on social media and other digital platforms.
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How to Apply

Interested candidates should submit a **cover letter and resume** to:
Julie Behrens – jbehrens@preciousbloodchurch.org
