



Employment Opportunity

Date: December 14, 2021

Deadline: Until Filled

Position: Associate Director for Communications and Outreach

Status: Fulltime

Location: Columbus, Ohio - www.ohiocathconf.org

Position Summary:

The Catholic Conference of Ohio, the official representative of the Catholic Church in matters of public policy, is seeking an Associate Director for Communications and Outreach to join a dedicated team working to address issues affecting the Church and the common good.

In collaboration with the Executive Director and other staff, the Associate Director will manage the Conference's social media, website, and advocacy and outreach strategies designed to increase Catholic engagement with and awareness of state-level legislative priorities. These priorities include respect life, education, families, social and economic justice, religious liberty, and care for the environment.

Duties and Responsibilities:

- Develop and implement public relations and communications activities that promote the CCO's mission to advocate on legislation and public policy of importance to the Catholic Church in Ohio
- Identify and create public relations and media opportunities to help raise awareness of CCO's work and activities
- Assist the Executive Director in responding to media inquiries and draft press releases, statements, and op/eds
- Network with Diocesan Communications Directors to create opportunities that raise awareness of the Catholic Church's mission in Ohio
- Oversee and manage social media platforms, website, and legislative advocacy network
- Collaborate with staff to develop education and advocacy strategies for legislative initiatives
- Assist in the coordination of events and perform other duties as assigned

Qualifications and Skills:

- Understanding of the Catholic Church and commitment to its teachings; willingness to contribute to the mission of the Catholic Conference as an interdiocesan agency serving the Catholic dioceses in Ohio
- Excellent written, verbal, public speaking, and interpersonal skills
- Ability and willingness to work both independently and collaboratively and to interact with individuals and groups
- Proficiency in Microsoft Office, Canva, social media platforms, and website management
- Understanding of both state and federal government structures and the legislative process
- Bilingual in Spanish would be a plus

Education:

Bachelor's degree and at least three years' experience in communications, public relations, journalism, or related field.

To Apply:

Send letter of interest, resume, and three references to: Kathleen Finnegan admin@ohiocathconf.org.