

Communications Specialist

Part Time: 15-20 hours per week

Reports to: Director of Communications

I. General

The Communications Specialist (CS) works closely with the Director of Communications to properly communicate the teachings of the Catholic Church and public policy positions of the Conference and encourage engagement by community members. The CS supports all communications activities and assists with special events and projects. The CS must be tech-savvy, have a good eye for graphic design, and be able to communicate effectively both verbally and in writing. The position calls for an innovative self-starter who is detail-oriented.

II. Social Media, Website and Online Communications

- a. Create, publish and share pertinent social media content
- b. Moderate social media accounts, answer questions and engage in dialogue when appropriate
- c. Assist with maintenance of FCCB and FCC websites ensuring content is current and sites are fully functional
- d. Assist with preparation of electronic communications and administration of the Florida Catholic Advocacy Network (FLCAN) utilizing online grassroots advocacy platform
- e. Monitor and analyze key metrics and performance indicators, keep informed of trends and best practices

III. Promotional and Educational Materials

- a. Assist with design and development of electronic and printed brochures and reports, event graphics and materials, and audio/visual productions
- b. Draft and/or edit press releases, newsletters and action alerts

IV. Special Project Support and Other Duties

- a. Assist with preparation for special events and projects, e.g. Catholic Days at the Capitol
- b. Monitor press conferences and legislative meetings in person or remotely, when deemed necessary
- c. Maintain log of media mentions
- d. All other duties as assigned

V. Knowledge of Church Activities and Areas of Interest

- a. Develop and maintain a working knowledge of the activities and positions of the Conference on pertinent public policy issues
- b. Develop and maintain a knowledge of Catholic social teachings
- c. Develop and maintain familiarity with the legislative process

VI. Qualifications and Skills

- a. 2-3 years of experience in a communications office or performing communications functions, i.e. graphic design, social media and website management
- b. Training or experience in communications, graphic arts, or related field; Bachelor's degree preferred
- c. Knowledge of various computer programs and platforms, including website content management, newsletter/advocacy network, MS Office, Canva and Adobe Creative Cloud
- d. Excellent graphic design skills
- e. Good grammar and proof-reading skills