



Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✕ Fax: (250) 479-5423

www.rcdvictoria.org

Job Posting: *Communications Coordinator*

The Diocese is seeking a strong community minded team member, with a commitment to service, and a strong work ethic, to assist the Bishop of Victoria and the Chancellor with internal and external communications.

Qualifications

- Degree or diploma in communication, journalism, English, or related field experience
- Excellent command of the English language, experienced in writing and editing engaging communications
- Demonstrated initiative, excellent writing skills, and ability to create and edit appropriate content with video production, and photography
- Ability to proofread and to adapt submissions without changing the voice of the author
- Exceptional ability to multi-task, with a high degree of flexibility
- Strong interpersonal skills with an interpersonal style that fosters collaborative and productive relationships with a diverse group of people
- Experience in conceptualizing and producing materials such as posters and brochures
- Experience with graphic design concepts and *Adobe InDesign* program, a strong asset
- Strong working knowledge of social media platforms for community engagement, and experience with media relations is an asset
- Ability to manage project priorities, and adapt to multiple and time sensitive deadlines
- Knowledge and understanding of the Catholic Faith

Duties & Responsibilities

- Capture and document the life of the Diocese via written, photographic, and video content to be shared through announcements, social media channels, and Diocesan website
- Assist, create, and produce Diocesan-wide communications to support initiatives, including the Annual Report, newsletters, Pastoral Letters, blogs/vlogs, press releases, and other materials
- Manage the Diocesan website and social media such as the Diocesan Twitter account
- Manage and produce graphic design elements such as posters, brochures, or booklets
- Participate and assist in other areas, as required

Interested applicants are invited to submit a résumé and cover letter by January 31, 2020 to:

Roman Catholic Diocese of Victoria

Attention: Cynthia Bouchard, Chancellor

4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: jobs@rcdvictoria.org

<http://www.rcdvictoria.org/employment>

We thank all applicants for their interest, however, only those short listed for an interview will be contacted.