

## Writer/editor/communications associate

The Communications Office of the Diocese of Erie is seeking a creative, enthusiastic, organized, visionary individual to become the Writer/Editor/Communications Associate. The position is a full-time exempt position. Responsibilities include: serving as editor of major publications for the diocese, managing a mix of personal photography assignments with that of freelance photographers, producing the weekly Information Bulletin, and working with the multi-media journalist in developing comprehensive and consistent messaging for social media.

The qualified candidate will ideally possess at least a bachelor's degree in journalism, communications, English, or related field with at least five years of experience as a writer and/or editor. Must be a self-starter who is constantly evaluating the big picture and looking for opportunities to present news and features in an engaging manner. Must understand the tenets and teachings of the Catholic Church and must be able to provide communications that enhance the gospel message.

### To Apply:

Applications will be accepted until the position is filled.

Full position profile and application may be found at

<https://www.eriescd.org/employment.html>. Applicants must submit a cover letter, resume, references and a signed and completed job application form in one of two ways:

- 1) Scan and email all materials to: [hinfo@eriescd.org](mailto:hinfo@eriescd.org). (Application form must be scanned, completed, and signed.) or,
- 2) Mail to Attn: Human Resources, Writer/Editor/Communications Associate Search, 429 East Grandview Blvd., Erie, PA 16504