

DIOCESE OF ERIE

Position Profile

Title: Writer/editor/communications associate

Incumbent:

Reports to: Director of Communications

Incumbent Signature

Date

Approved by: _____

Exempt

Non-Exempt

Ministerial

Full Time

Part Time

Anniversary Date:

Revision Date: 1-10-22

OBJECTIVE:

The writer/editor/communications associate plays a key role in the flow of both internal and external information for the Diocese of Erie. He or she is involved in planning, prioritizing and packaging materials for distribution through ongoing publications. This position qualifies as an exempt position under the salary test and the administrative exemption duties test.

I. RESPONSIBILITIES:

- He or she serves as editor of the major publications for the diocese, currently including *Faith* magazine, published bi-monthly for distribution to all parishioners registered in the Diocese of Erie. The editor collaborates with the director, but oversees all aspects of planning and writing for local, national and international stories. The editor works closely with the graphic designer based at Faith Catholic in Lansing, MI, and with associates there to communicate closely with the printer. He or she coordinates efforts with the ad manager and the circulation manager to ensure that the database and distribution needs are consistently in order for *Faith*, and manages a mix of personal photography assignments with that of freelance photographers.
- The person in the position develops and maintains good relationships with key personnel in all diocesan offices and agencies as appropriate, remaining informed about major events and collaborating on information and photographs for news items, stories and social media needs. A similar approach is maintained with parishes and schools as needed.
- The position collaborates with the editor of the bi-weekly *Diocese of ErieE-news*, who also oversees social media for the diocese. Together, they collaborate on overall planning for content distribution through the Communications Office, determining the most suitable publications and approaches for feature stories and news items in the diocese.
- The position is responsible for the production of the *Information Bulletin*, a weekly internal document distributed to schools, diocesan personnel and parishes in the Diocese of Erie each Monday morning. He or she serves as editor for the publication, working closely with an administrator in the Chancery to ensure the material is in order. He or she must also work with the person handling administrative assistant duties to prepare mailings of the *Information Bulletin* for those who receive hard copies.

- The person works closely with the person dedicated to the social media presence of the diocese, ensuring the messages are consistent with the rest of the goals of the diocese and the Communications Office.
- The person serves as editor of the annual *Faithful Servants* digital publication honoring priests and sisters celebrating jubilee years. This includes coordinating with the vicar for Clergy and the director of Religious.
- The person in the position is usually a member of the Pa. Catholic Communications Department, interacting with peers in dioceses across Pennsylvania to stay on top of legislative issues and share ideas. As a result of the pandemic, these have been moved to Zoom; meetings in Harrisburg are likely to become rare.
- In the absence of the director, the person in the position is available to the bishop and serves as a resource to other offices regarding any inquiries from the media. He or she may be called upon to attend Cabinet meetings when the director is not available.

II. QUALIFICATIONS:

Education: A bachelor's degree in journalism, communications, English or related field.

Experience: 5 years experience as a writer and/or editor. Administrative experience a plus. The person hired needs to be a self-starter who is constantly evaluating the big picture and looking for opportunities to present news and features in an engaging manner. A heart for the Gospel message and passion for helping people understand and embrace the teachings of the Catholic Church underpins all efforts. The Communications Office works to help the bishop in his responsibilities to teach and sanctify the faithful as well as to govern.

III. COMPETENCIES:

Proven track record of strong writing, editing and proofreading skills
 Track record for gathering news, conducting interviews, and creating a variety of short and long-form news and feature stories .
 Detail oriented
 Creative
 Keying
 Comfort with technology including Microsoft Office, basic video and audio production and livestreaming
 Familiarity with all social media platforms, Microsoft Office products, digital photo and video technology, including editing.
 Customer-service oriented
 Able to multi-task, prioritize, meet deadlines with patience, grace and a positive attitude
 Dedication to teamwork
 Future oriented, able to foresee potential problems and to propose and carry out solutions in terms of coverage and production.

Special Requirements: Must be comfortable dealing with the public, have an interest in and love for the tenets and teachings of the Catholic Church. Willingness to collaborate with theologians to ensure the work of the office is in line with church teachings. Some weekend and evening work.

IV. Physical Capabilities

Ability to drive, travel, including occasional overnight travel, transport, unload/set up/tear down presentation equipment at various locations; serve as spokesperson when called upon.

I, _____, acknowledge having received and reviewed the above job description. I certify that I am able to perform the essential functions of this job, with or without accommodation.