

**The Diocese of Youngstown, Ohio** seeks a public information officer reporting to the Vicar General. The **Director of Communications** will serve as the Diocese's senior executive responsible for all aspects of internal and external communications. The person will be the primary communications counsel to the Bishop as well as the Bishop's senior staff.

MAJOR RESPONSIBILITIES: A full range of public relations duties. Strategic message development on all key issues. All aspects of media relations including representing the Diocese to the media and preparing other diocesan representatives for media interviews and public presentations. Issues management. Proactively and regularly communicating to the public, the congregation, and lay and religious staff the values and accomplishments of the Diocese's many ongoing community outreach initiatives. Training capable public spokespersons for the Diocese. Speechwriting and other strategic writing. Must be a proficient public speaker. Ability to conceive, construct and deliver comprehensive and effective communications initiatives to address any variety of issues. Assessing the strengths and vulnerabilities of the Diocese's position on a variety of key issues and initiatives. Successfully advocate the Diocese's position on issues/situations. Maintaining and strengthening the public reputation of the Diocese and personnel through clear and credible communications planning. Provide communications support in other areas, such as social media and web development. Regularly communicate the Diocese's key communications initiatives to the editorial staff of the local papers, broadcasters, and local media. Supervision of the work of the Editor of the *The Catholic Exponent*.

KNOWLEDGE AND EXPERIENCE REQUIREMENTS: Undergraduate degree in journalism, communications, or related disciplines preferred. At least 5 years of related employment experience as an organizational communicator. Experience in providing senior level communications advice to management team. Excellent writing and public speaking skills. Proven leadership skills. Experience in communications with a Catholic Church related organization is preferred but not required. Must have an excellent working knowledge of the teachings of the Catholic Church. Must be fully supportive of the Magisterium of the Catholic Church and be a practicing Catholic in good standing with the Catholic Church. Must have a professional personal appearance.

TO APPLY: Send résumé, professional references and salary requirements to Rev. Msgr. Robert J. Siffrin, Vicar General, Diocese of Youngstown, 144 W. Wood St. Youngstown, Ohio, 44503 or email to [rsiffrin@youngstowndiocese.org](mailto:rsiffrin@youngstowndiocese.org).