

Advertising/Circulation/Office Manager

We are looking for a dedicated, organized, and enthusiastic individual to become the Advertising/Circulation/Office Manager for the Communications Office of the Diocese of Erie. The position is a full-time non-exempt position. Responsibilities of the position include interfacing with the business community in northwest Pennsylvania and beyond to secure advertising support for diocesan publications. The position ensures that all publications produced by the Office of Communications are distributed in a timely, cost-efficient, and accurate manner to the appropriate audiences and handles all responsibilities related to the database used for the circulation of *Faith* magazine. As Office manager, the person in this position also functions as receptionist for the Office of Communications.

The qualified candidate will ideally possess at least a bachelor's degree in marketing, management, business, or related field with four to five years' experience in management or administrative work with a background in customer service. Must be a self-starter and will creatively promote diocesan publications. Must be able to comfortably deal with the public and understand the tenets and teachings of the Catholic Church.

To Apply:

It is recommended that you send in your applications by January 15, 2022, however, applications will be accepted until the position is filled.

Full position profile and application may be found at <https://www.eriercd.org/>. 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@eriercd.org. (Application form must be scanned, completed, and signed.) or,
- 2) Mail to Attn: Human Resources, Advertising/Circulation/Office Manager Search, 429 East Grandview Blvd., Erie, PA 16504