

DIOCESE OF RAPID CITY

JOB DESCRIPTION

TITLE: Director of Communications and Human Resources

QUALIFICATIONS: Practicing Roman Catholic able to communicate and model a full understanding of the life and mission of the Roman Catholic Church. Degree and experience in Communications/Human Resources or related fields preferred. Ability to write effective news releases and to speak before reporters and representatives of the media. Advanced knowledge or experience in Human Resources practices and implementation of benefits. Excellent interpersonal skills, written and verbal communication and organization skills.

REPORTS TO: Administrative Cabinet Leader (Chancellor)

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6, Performance Review.

TERMS OF EMPLOYMENT: Full time/Director/Exempt

JOB FUNCTION: To coordinate communications between the bishop and the news media. To promote a healthy relationship with the public media, making the diocese available to its many publics. To perform the diocesan Human Resources and Benefits tasks.

PERFORMANCE RESPONSIBILITIES:

Communications

1. Serves as primary contact and consultant on communications matters and all media-related inquiries.
2. Cultivates constructive, professional relationships with area news media and manages and coordinates responses to media requests for interviews.
3. Prepares and distributes official diocesan news releases or statements and coordinates diocesan news conferences or other outreach.
4. Develops and implements appropriate media strategies in close collaboration with the bishop and other staff/resources as appropriate and monitors media coverage of the Catholic Church and related issues.

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5. Serves as consultant to diocesan leadership on communications issues and monitors other Catholic communications materials and publications for research, updates and potential issue management.
6. Develops, maintains, and manages implementation of diocesan communications policies, procedures and guidelines including a crisis communications plan and serves as the communications person on the Diocesan Disaster Response Committee.
7. Develops and manages diocesan graphic image standards, including logos, letterhead, and overall design of any external communications.
8. Elevates awareness and understanding of Catholic teaching, ministries and social action among both Catholics and the general public.
9. Interacts with diocesan offices and parishes in the development of strategic internal and external communications planning, marketing planning, production and implementation.
10. Assists in the design and placement of any public advertising.
11. Assists with external IT resources to maintain the functionality of the diocesan web site and internet-based communications.
12. Supervises the West River Catholic and social media staff members.

Human Resources

13. Is responsible for the hiring function to include vacancy announcements, assistance with setting up interviews, new employee orientation and paperwork.
14. Manages the diocesan leave policy and maintains staff leave records.
15. Initiates and follows through on immigration paperwork for foreign priests invited to serve in the diocese and monitors communication with Immigration/Department of Homeland Security.
16. Administers the diocesan benefits program.
17. Develops and executes training in staff relations, office climate and morale, and safety in the workplace.

General

18. Submits annual budget requests to Finance Officer.
19. Maintains a safe and orderly workplace.
20. Provides for his/her own spiritual and professional growth.
21. Assists in promoting a positive and hospitable office climate.

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22. Speaks positively about the Diocese of Rapid City.

23. Other duties as assigned.