



**Assistant Director of Media Relations
Secretary of Communications**

Position Description

Under the supervision of the Director of Media Relations, in collaboration with other offices of the USCCB, the Assistant Director is a practicing Catholic in good standing with the Church who assists in providing a media strategy for the USCCB that encourages a pro-active relationship with media covering the work of the USCCB, as well as Catholic media. The Assistant Director provides the Director ongoing support, advice, consultation and resources regarding communication strategies for bishops and USCCB offices and programs. The Assistant Director aids the Director in promoting and implementing the Bishops' strategic plan for the Conference, and demonstrates shared qualities of effectiveness in all work interactions.

Requirements

Level: Bachelor's degree

Major Field/Specialty: Communications or related field

Foreign Language Requirement: Fluency in Spanish required.

Other Specialized Training:

- Awareness of and understanding of Catholic Church theology, structure and hierarchy.
- Excellent written and verbal language skills.
- Experience working with media, e.g., conducting briefings and news conferences; writing reports and statements.
- Awareness of major issues facing the church in the U.S. and abroad.
- Proficiency in Microsoft Word, PowerPoint, Excel, Access, e-mail, Internet, etc.

Type and Nature of Professional Experience (minimum 5-6 years):

- Experience in news media or communications office in an editorial capacity.

- Public relations planning or experience managing media events.
- Strong speaking, writing and editing skills, including demonstrated experience producing clear and concise materials.
- Excellent time management and organizational skills with strong attention to detail.
- Ability to maintain confidentiality and show prudence in handling sensitive information.
- Ability to follow established policies and procedures.
- Experience working collaboratively with peers, colleagues and others to achieve mission goals and objectives.