



Communications Manager Department of Migration & Refugee Services

Position Description:

This position in the MRS Policy and Public Affairs Office oversees and manages communications strategies that effectively describe and promote MRS' mission and services. The incumbent plays an integral role in developing communications plans and initiatives that represent MRS to its networks, stakeholders, the media, and the public. This position also supports the bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions.

Requirements:

Level of Study: Undergraduate degree required; graduate degree desirable.

Major Field/Specialty: Communications, Media/Public Relations, Journalism, Marketing, or related field.

Other Specialized Training:

- Knowledge and understanding of Catholic social teaching and national and international Catholic Church structures at all levels, especially those involved with MRS in achieving its migration mission.
- Knowledge and expertise in various computer software applications to include MS Office Suite, MS Publisher, PowerPoint, Adobe Acrobat, Adobe Photoshop, Adobe Illustrator and/or other comparable programs. .
- Web site development/management.

Foreign Language Requirement: Spanish language fluency highly desirable.

Type and Nature of Professional Experience (Minimum of five (5) years of directly related management experience, preferably in a non-profit, service sector environment)

- Strong experience in communications planning/implementation and development and production of electronic and print communications vehicles.
- Excellent interpersonal, verbal and written communications, organizational, and project management skills.
- Experience in web site development and maintenance.
- Ability to communicate and write in an engaging style for specific audiences, including funders.
- Ability to work with persons at all levels of the organization as well as with diverse audiences.
- Ability to effectively manage multiple projects and adhere to strict deadlines without sacrificing attention to detail.