

**Position Title:** Communications Manager  
**Department:** Office of Communications  
**Reports to:** Director/Head of Communications  
**Status:** Full-time (Exempt)  
**Location:** Garden Grove, California, United States (on-site)  
**Pay:** \$80,000 to \$97,000

The Office of Communications at the Roman Catholic Diocese of Orange seeks a full-time Communications Manager (CM) to join its award-winning team. The chief responsibility of the CM is to manage a portfolio of key stakeholders and clients that rely on the Communications Department for expert communications, social media, marketing, public relations and digital media services. A senior Communications team member, the ideal candidate will have experience managing and creating integrated communications programs, developing and nurturing work partnerships and possessing excellent writing skills. The position reports to the Director/Head of Communications with a dotted line to the Assistant Director of Communications. The position will be based at the Christ Cathedral campus, the headquarters of the Diocese of Orange in Garden Grove, California.

**Primary Responsibilities:**

- Build and maintain good working relationships with parishes, schools and diocesan departments by understanding their objectives and anticipating their communications needs.
- Create and track measurable communications programs.
- Develop communications best practices seminars and training for parish, school and diocesan leaders.
- Provide communications counsel to stakeholders.
- Draft and edit communications materials such as news releases, articles and media statements.
- Serve as a utility team player who is eager to ensure initiatives and plans are executed well, on time and within budget.
- Assist with email marketing campaigns.

**Qualifications and Skills:**

- Passion and/or familiarity with Roman Catholic teachings and doctrine.
- Minimum of four years working in communications.
- Experience working as an account executive in a public relations agency is a plus.
- Ability to share knowledge and teach stakeholders and partners how to execute communications at an individual level.
- Passionate about communications, delivering excellent client service, generating meaningful results, working with integrity and being a team player.
- Ability to work independently and thrive in a fast-paced and collaborative work environment.
- Proficiency in Microsoft Word, PowerPoint, and Excel.
- Excellent written and verbal communication skills.
- Ability to meet deadlines.