

Communications & Events Manager

Full-Time | Parish Administration | 3–5 Years Experience Preferred | Undergraduate Degree Preferred

ABOUT THE ROLE

St. Charles Borromeo Catholic Church seeks a full-time Communications & Events Manager to give voice to the parish and advance its mission of evangelization through print, digital, and social media, and through well-executed parish events and gatherings. Reporting to the Director of Parish Operations and working closely with the Pastor, clergy, staff, and volunteers, this person produces timely parish communications and coordinates events from planning through execution — ensuring that every bulletin, email, and parish gathering reflects the mission of the parish and invites parishioners into a deeper encounter with Christ and with one another. The ideal candidate is a strong writer, creative communicator, organized project manager, and collaborative team member.

RESPONSIBILITIES

Communications

- Produce the weekly print bulletin (content, editing, layout, graphics, deadline submission)
- Coordinate the weekly parish email/newsletter
- Draft and route pulpit announcements for approval
- Maintain and update the parish website (Squarespace or similar)
- Manage parish social media with a consistent posting rhythm
- Create graphics and promotional materials (Canva or similar)
- Maintain a communications calendar, intake process, and deadlines for staff and ministry leaders
- Support podcast, photography, and other digital communications efforts

Events, Hospitality & Volunteers

- Plan and coordinate parish-wide events, socials, receptions, retreats, and hospitality gatherings
- Coordinate with volunteer committees, especially Welcome & Hospitality
- Recruit, train, schedule, and support volunteers across communications and events
- Develop event plans, timelines, room setups, supply lists, and day-of logistics
- Maintain reusable checklists and templates for recurring events

Systems & Process Improvement

- Build and maintain SOPs for all recurring communications and event functions
- Use shared calendars, templates, and advance planning to reduce last-minute confusion
- Use AI and digital tools responsibly to improve efficiency and consistency
- Maintain organized shared files, volunteer lists, and templates

QUALIFICATIONS

- Strong writing, editing, design sense, and organizational skills

- Experience in communications, marketing, event planning, parish/nonprofit work, or a related field
- Proficient with tools such as Canva, Constant Contact, website CMS platforms, and social media; comfortable learning new systems
- Able to manage multiple deadlines calmly and accurately
- Strong interpersonal skills; able to work with clergy, staff, volunteers, and vendors
- Practicing Catholic preferred; respect for and ability to communicate Catholic teaching required
- Evening and weekend availability required for selected events
- Conversational Spanish helpful but not required

TO APPLY

Send a cover letter, resume, and three references to Nicole Rizzolo, Director of Parish Operations: nrizzolo@stcharleschurch.org