

Pastoral Associate for Communications & Outreach

Hours: Full-time, 35 hours/week

Old St. Mary's Catholic Church
1500 S. Michigan Ave.
Chicago, IL 60605

Start Date: As soon as available

Reports to: Pastor

Position Overview

Old St. Mary's seeks a **Pastoral Associate for Communications & Outreach** who will help connect people to the life and mission of the parish, both within our community and beyond it.

Old St. Mary's is a diverse community committed to welcoming and accompanying people wherever they may be on their journey of faith. Inspired by the Holy Spirit, we seek to help people deepen their relationship with Jesus Christ and one another through worship, prayer, education, and service (Parish Mission Statement). As the oldest parish in the Archdiocese, now worshiping on its sixth site, the parish has continually adapted to meet the changing realities of the city, seeking to proclaim the Gospel in ways that meet the communities that we serve. We strive to be a community that *goes forth*, meeting people where they are and creating opportunities for encounter, belonging, and participation in the life of the Church.

The Pastoral Associate for Outreach & Communications helps foster this culture of encounter and connection. Through outreach, hospitality, communications, digital media, and storytelling, this person helps make the life of Old St. Mary's visible and accessible to newcomers, parishioners, school families, volunteers, and the wider South Loop community.

Working collaboratively with parish staff, school leadership, ministry leaders, volunteers, and parishioners, the Pastoral Associate helps ensure that parish life is communicated clearly and cohesively, that people can readily discover ways to participate, and that Old St. Mary's increasingly reflects one community gathered together and sent forth in mission.

Primary Responsibilities

1. Parish Communications & Content Coordination

- Provide overall coordination of communications across different channels, including the website, weekly newsletter, bulletin, Mass announcements, signage, social media, print materials, and other channels as needed.
- Oversee the parish **Communications Portal**, which serves as the central workflow for communication requests and tracks content across parish communication channels. Establish communication timelines, gather necessary content, and determine the most effective channels for promoting parish events and initiatives.
- Ensure that parish communications reflect the mission and voice of Old St. Mary's and the Paulist Fathers.
- Regularly assess the effectiveness of communications channels, making sure that communications are reaching the right audiences in a timely way.

2. Outreach & Evangelization

- Identify and develop opportunities to engage those beyond the current parish community, including newcomers to the neighborhood, young adults, those returning to the Church, and those seeking a faith community.
- Foster a spirit of invitation and accompaniment across parish ministries, programs, and communications by creating opportunities for encounter that invite people into deeper participation in the sacramental, communal, and missionary life of the parish.
- Serve as staff liaison to the **Social Justice Committee**, helping parishioners engage more deeply in service, advocacy, and outreach throughout Chicago.

3. Print Communications & Digital Presence

- **Tell the story of parish life** through engaging digital and print content that highlights worship, faith formation, service, community, and opportunities for participation.
- Maintain and continually develop the recently updated Old St. Mary's website, ensuring that information remains accurate, accessible, engaging, and current. This includes, but is not limited to keeping Mass schedules, sacramental information, events, ministry pages, staff information, and other pastoral resources current.
- Create, curate, and schedule content for parish social media platforms, including Facebook, Instagram, and YouTube.
- Design digital graphics, flyers, signage, brochures, and seasonal materials for parish events and initiatives, primarily using Canva.
- Coordinate with the bulletin publisher for timely and accurate print production of the weekly printed bulletin.
- Design and distribute the weekly parish e-newsletter, as well as the school Sunday update, communicating relevant parish and school news, events, and opportunities.

4. Digital Media, Social Media & Content Creation

- Tell the story of parish life through engaging digital and print content that highlights worship, faith formation, service, community, and opportunities for participation.
- Create, curate, and schedule content for parish social media platforms, including Facebook, Instagram, and YouTube.
- Capture, edit, organize, and archive photos and videos of parish life for ongoing communication and promotional use.
- Design digital graphics, flyers, signage, brochures, and seasonal materials for parish events and initiatives, primarily using Canva.

- Oversee the parish's livestream operations for Sunday, daily, school, and other designated liturgies and events. Recruit, organize, and train volunteer livestream ministry team.

5. Hospitality & Community Building

- Help develop pathways that move people from initial contact or attendance toward deeper participation in parish life.
- Be a visible presence at parish gatherings, building relationships and strengthening connections across the community.
- Help strengthen connections between the parish and school communities and communicate opportunities for greater participation in the shared life of Old St. Mary's.

6. Parishioner Database, Systems & Ministry Support

- Maintain the parish's **Church Management System (ChMS)**, **ChurchBuilder**, helping ensure that parishioner and household records are accurate, current, and useful for parish ministry.
- **Manage new parishioner registrations** and ensure that new members are appropriately incorporated into the parish database and communication systems.
- Regularly review records for duplicates, outdated information, and other data-quality issues, establishing consistent practices for maintaining reliable parishioner data.
- Coordinate with school to make sure parishioner database accurately reflects school database.
- Work with parish staff and ministry leaders to create and maintain appropriate groups, lists, and communication tools within ChurchBuilder.
- Attend staff meetings and assist with parish-wide events and initiatives as needed.

Qualifications

- **Active Catholic with pastoral orientation**, who is able to approach communications and outreach work as ministry, and engage with people at different points of their faith journey.
- **Preferably 2-5 years of experience** in communications, marketing, parish ministry, or related field, preferably within a Catholic, non-profit, or mission-driven organization.
- **Excellent communication skills**, including strong writing, editing, and proofreading skills, with the ability to communicate clearly and warmly to a variety of audiences.
- **Strong digital skills**, including social media, email communications, website management, graphics design, and livestream operation. Also able to adapt to the use of ever-evolving technologies.
- **Strong organizational ability**, with experience managing databases, communication lists, and ability to oversee multiple projects.
- **Collaborative work ethic**, with an ability to work with different people.

Working Environment & Physical Requirements

- Primarily office-based, with regular presence throughout the parish campus and community.
- Full-time position (35 hours/week), with regular hours on Monday through Wednesday and required presence on Sunday mornings. Remaining hours may be scheduled flexibly based on parish needs.
- Ability to occasionally lift and move print, signage, audiovisual, or event materials weighing up to 25 pounds.
- Salary range approximately \$60,000 plus benefits, commensurate with experience.
- Please send resume and cover letter to our business manager, **Dawn Burns**, at dawn@oldstmarys.com.