

Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-communications/>

Director of Communications

Description

The Director of Communications is responsible for developing and implementing communication strategies that support the mission of Saint Philip Catholic Church, to Know, Love and Serve God and Our Neighbor. In this multi-cultural parish, bilingual fluency in Spanish and English is essential. This role ensures clear, consistent, and engaging messaging across all platforms to foster community, promote parish life, and evangelize effectively. This requires a mature, polished and strategic approach.

As an employee of the Catholic Church, this person must publicly and privately uphold the teachings of the Catholic Church, its faith and its values. Because of this employee's association with the Catholic Church, all writing for publication or distribution and all social media – personal or professional – must be consistent with Catholic teachings and values.

Work Schedule

The working hours for this position are during the regular work week, with occasional evenings and weekends to cover meetings and events.

Key Responsibilities

Leadership and Team Management

- Set goals, priorities, and performance expectations for communications staff.
- Foster collaboration and ensure alignment across print, digital, and social media efforts.
- Review and approve major content prior to publication or distribution.

Strategic Communication

- Develop and execute a comprehensive communications plan aligned with Saint Philip's mission and pastoral priorities, including internal, diocesan and community strategies.
- Lead the development of strategic communication initiatives required to generate support and funding for major church projects and renovations.
- Advise clergy and leadership on communication strategies and public messaging
- Ensure consistency in branding, tone, and messaging across all channels.
- Develop and implement a strategic approach to communications for all Saint Philip ministries to foster awareness of and engagement in each ministry by both volunteers and participants.
- Collaborate with the Faith Formation team in increasing support for and engagement in faith formation offerings for all ages through strategic and proactive communications.
- Design and enforce a user-friendly process for communication requests, including appropriate levels of approval for content and timing.

Content Oversight

Hiring organization

St. Philip Catholic Church

Job Location

Franklin, TN

Date posted

June 15, 2026

Valid through

04.09.2026

Interested candidates [should submit a resume and application on Paylocity \[CLICK Here\]](#).

- Oversee production of bulletins, newsletters, annual reports, and other publications.
- Ensure accuracy, quality, and theological appropriateness of all materials.
- Coordinate editorial calendars across print and digital platforms.

Digital and Social Media Oversight

- Guide strategy for social media engagement and digital evangelization.
- Monitor analytics and adjust strategies to improve reach and engagement.
- Ensure timely and relevant online communication.

Media Relations

- Serve as the primary contact for media inquiries.
- Build active relationships with local media outlets and community leaders.
- Prepare clergy and staff for interviews and public appearances.

Internal Communication and Event Promotion

- Oversee promotion of liturgies, sacramental celebrations, and parish events.
- Coordinate communication initiatives for seasons such as Advent, Christmas, Lent, and Easter.

Miscellaneous

- Perform other duties as assigned.
- All parish staff are expected to assist as needed for special efforts and events, often with simple tasks outside of normal job duties.

Supervisory Responsibilities

This position is responsible for supervising the Digital Media Engagement Specialist and the Publications Specialist for a comprehensive team approach to all parish communications. The team must be cross-trained to support and back each other up.

Requirements

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, or related field.
- 5+ years of experience in communications, with supervisory or leadership experience.
- Practicing Catholic in good standing preferred with a strong understanding of Church teachings, traditions, and liturgy
- Bilingual English/Spanish strongly desired.
- Experience working in a parish or diocesan setting preferred.
- Familiarity with Church documents and communication guidelines (e.g., USSCB resources).
- Body of work demonstrating a mature, polished and strategic approach to communications.
- Satisfactory completion of a criminal background check and the diocesan Safe Environment training.

Additional Skills and Requirements

- Strong leadership, collaboration and team management abilities.
- Excellent bilingual English and Spanish writing, editing, public speaking and

verbal communication skills, with an ability to develop clear, impactful and relative content.

- High degree of computer literacy with social media platforms and content management systems, as well as data management on both PC and Mac platforms; also website development and maintenance skills and other associated software and technology.
- Strong experience in graphic design and video editing skills preferred.
- Experience managing outside contractors and vendors.
- Committed to maintaining confidentiality, discretion, professionalism and pastoral sensitivity, even when not specifically stated.
- Respect for and sensitivity to all cultural and ecumenical groups.
- Flexible and dependable, willing to adjust with grace to changing parish needs.
- Strong organizational and time management skills, including the ability to multi-task.
- Ability to drive a car with a valid driver license.

Physical Demands

- While performing the duties of this job, the employee is required to stand, walk, sit, reach with hands and arms for office work-station duties, use hands to operate a computer and other basic office duties, talk and hear.
- The employee may occasionally lift and carry items such as boxes of files weighing up to 20 pounds. Items weighing more than this will be safely moved and carried by two or more people.
- Specific vision abilities required by the job include close, distance and color vision, and the ability to adjust focus.
- Occasional driving to run routine errands such as purchasing supplies or providing rides to others as appropriate.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

Work Environment

- This job is performed indoors in an office with multiple people.
- Conversation-level noise is expected.
- Saint Philip Church is a smoke free campus.

To Apply

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